

RECORD OF PROCEEDINGS

OF THE

BOARD OF TRUSTEES

OF THE

OHIO STATE UNIVERSITY

FROM

June 30, 1912, To July 1, 1913

1914
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Proceedings of the Board of Trustees The Ohio State University

OFFICE OF THE BOARD OF TRUSTEES
OHIO STATE UNIVERSITY

CEDAR POINT, OHIO, JULY 26, 1912.

The Board of Trustees met at the call of the President at the Hotel Breakers, Cedar Point, Ohio.

Present: Walter J. Sears, Chairman. Julius F. Stone, John T. Mack, O. E. Bradfute and F. E. Pomerene.

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The President presented the following recommendations which were agreed to:

1. Mr. C. R. George, Instructor in the Department of Animal Husbandry, and Mr. Milton C. Warren, Fellow in English, declined appointment for the year 1912-1913.

2. The resignation of Mr. F. B. Hagaman, Instructor in Manual Training for the Summer Session was accepted, effective July 13, 1912, and Mr. S. P. Smith, was appointed to complete the work in the Summer Session, in place of Mr. Hagaman.

3. The name of Professor O. C. Lockhart was substituted for that of Professor W. F. Gephart in the Summer Session Budget, the salary to remain the same.

4. In order to correct the record, the appointment of Mr. W. H. Palmer, Instructor in Animal Husbandry in the Agricultural Extension Department, was made for eleven months, effective August 1, 1912, at a salary of \$125.00 per month.

5. The following appointments were made for positions already provided in the Budget:

Mr. T. S. Hewerdine, Assistant Professor of Civil Engineering, at a salary of \$1500.00.

Mr. Wilmer G. Stover, Instructor in Botany, at a salary of \$1400.00.

Mr. Robert B. Stoltz, Instructor in Dairying, salary on the basis of \$1000.00 for twelve months, beginning August 1, 1912.

Mr. Ralph Jeffries, Assistant in Horticulture, at a salary of \$600.00.

Mr. Wesley E. Gatewood, Assistant in Bacteriology, at a salary of \$775.00.

Mr. Charles Ross Schroyer, Fellow in Geology, at a salary of \$300.00.

Mr. Earl Jones and Mr. E. Basil Hawes, Fellows in Agricultural Chemistry, at a salary of \$300.00 each.

Mr. J. M. Rudwin, Fellow in German, at a salary of \$300.00.

Miss Kathryn M. Roeser, B. A., (Marietta College) Fellow in English at a salary of \$300.00., in place of Milton C. Warren.

Miss Adelaide Jenney, B. A., (Oberlin) M. A., (University of Illinois) Fellow in English, at a salary of \$300.00.

Mr. E. P. Bengert, B. A., (Brown University) Fellow in English, at a salary of \$300.00.

Miss Wahnita DeLong, B. A., (Ohio Wesleyan) Fellow in English at a salary of \$300.00.

Miss Emma Rower, B. A., (Ohio State University) Fellow in English at a salary of \$300.00.

Mr. Paul M. Herbert, B. A., (Ohio State University) Fellow in English at a salary of \$300.00.

Miss Genevieve Lawrence, B. A., (Ohio State University) Fellow in English, at a salary of \$300.00.

Professor George Frederick Arps, of the University of Illinois, Professor of Psychology, at a salary of \$2250.00, and \$250.00 was added to the appropriation already made, to cover the above salary.

6. It was ordered that the salary of Professor V. H. Davis, of the Department of Horticulture, be paid as follows: \$1500.00 from the University funds and \$300.00 from the Agricultural Extension funds.

7. It was ordered that where fellowships have been granted to students, the usual rule concerning the payment of fees shall obtain for the Summer Session, with the understanding, however, that this concession shall not in any case exceed four semesters.

8. An appropriation of \$50.00 was made for current expense for the Summer Session, said appropriation to include payment to Miss Grace Fullington for services in the department of Physical Education.

9. An appropriation of \$275.00 was made to cover the salary of \$40.00 per month, not to exceed three months, and expenses, as approved by the President, for the same period, for services rendered by T. G. Watson in the Co-operative Ohio Rural Life Survey.

10. The salary of Miss Emma McKinley, Superintendent of Oxley Hall, was increased to \$125.00 per month, beginning July 1, 1912.

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The President presented sketches of the proposed improvement of the Thomas house, as prepared by the University Architect, and on motion of Mr. Stone, said plans were referred to the President and Secretary with full power, with the understanding that the Athletic Board should make these improvements without assistance from the University.

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The President presented a communication from Allen & Collens containing a list of the equipment needed to complete the

new Library Building. After reading said list, the same was referred to the Library Building Committee for examination and report.

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The President presented a communication from the architects of the Library Building, asking for an extension of thirty days on the contract of D. W. McGrath. This matter was also referred to the Library Building Committee for report.

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Electric fixtures were ordered placed in the third floor of the Library Building, the estimated cost being \$250.00.

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The President was authorized to use the seminar rooms of the new Library Building for class room purposes.

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The Secretary reported that on July 22, 1912, in accordance with the advertisement, bids had been received for the sidewalk on High Street and Eleventh Avenue and for the new Fifteenth Avenue Entrance; that said bids had been opened by Mr. McCracken, Mr. Royer and the Secretary and found to be as follows:

FOR THE HIGH STREET and ELEVENTH AVENUE SIDEWALK

William M. Graham	\$8900 00
E. A. Patterson	4685 00
S. T. Knight	5988 58

Acme Paving Company for sidewalk, 25¢ per sq. ft; for removing present walk, 15¢ per sq. yd; for relaying sidewalk Seventeenth Ave. to Woodruff Ave., 16¢ per sq. ft.

FOR MACADAM ROADWAY AND SIDEWALK FIFTEENTH AVE. ENTRANCE

William M. Graham	\$6450 00
E. A. Patterson	4940 00
S. T. Knight	5126 00

On motion, the contract for the High Street and Eleventh Avenue sidewalks was awarded to E. A. Patterson at his bid of \$4685 00, said bid being below the estimate of \$4991 87, and on motion, the contract for the Fifteenth Avenue Entrance, including roadway and sidewalk, was awarded to E. A. Patterson at his bid of \$4940 00, said bid being below the estimate of \$5,189.00.

The President presented the plan and estimated cost of the proposed extension of the spur track into the Robinson Laboratory, as prepared by the Hocking Valley Railway Company, the cost of said improvement being estimated at \$1650 00.

Upon the recommendation of the President, said extension was authorized and the Secretary was directed to arrange with the Hocking Valley Railway Company to do the work.

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The President presented a report from Mr. McCracken relative to the tests of coals, furnished in accordance with instructions given by the Executive Committee at its meeting held June 20, 1912:

COLUMBUS, July 25, 1912.

Mr. C. E. Steeb, Secretary, Campus.

DEAR SIR:

We hand you herewith report of Mr. A. Vallance, Engineer, on the coal tests made by him on July 4th and 5th, 1912, and also test by Professor E. A. Hitchcock on "Black Betsy," West Virginia Splint for comparison. Also the analysis of the Maynard Company's Meigs Co. coal.

The bids of the Lorain Coal & Dock Company and the Central Hocking Coal Company were identical, \$1.25 per ton. The bid of A. Simons & Son on West Virginia Splint was \$1.39 per ton, all delivered at the University.

You will note by the report that the West Virginia Splint coal contains 6.1% more heat units and that it gives better evaporation per pound of actual coal for boiler of 12.5%, or for boiler and economizer 11.3%. As we do not use the economizer, we base our conclusions on the other test of 12.5% difference in evaporation for boiler. It would require approximately 1500 tons of coal less to be handled.

The Maynard Company, whose bid was \$1.29 per ton, offers but little better value than the Central Hocking Coal Company, and for that reason is not considered.

We recommend the proposition for "Black Betsy," West Virginia Splint, as bid upon by A. Simons & Son.

Very truly yours,

W. C. MCCracken.

On motion of Mr. Stone, the contract, in accordance with the recommendation of Mr. McCracken, was awarded to A. Simons & Son, of Columbus, for West Virginia Nut, Pea and Slack coal, at \$1.39 per ton said coal to be routed K. & M. by way of Hocking Valley.

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The President presented a report from Mr. Bradford concerning the condition of the north wing of Hayes Hall, and on

motion, an examination of the north wing was ordered and if repairs are necessary, said repairs are hereby authorized to be made promptly.

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The President presented a communication concerning the location and general plan of the proposed Woman's Building and on motion, a committee consisting of President Thompson, Mr. Pomerene and Mr. Stone, was appointed to confer with the Alumnae Committee and the University Architect and to recommend to the Board of Trustees the location and general plan of the proposed building.

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Mr Sears. representing the Board of Overseers of Ohio Union, requested permission from the Trustees to remove the partition between the bowling alleys and the dining room and to remove the bowling alleys for the purpose of installing a "self-help" restaurant in the room now used for bowling. Said changes were authorized by the Trustees, with the understanding that the cost of the improvement shall be borne by the Ohio Union.

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The Secretary presented the following applications for deeds as submitted by Captain Cope, and on motion, the Chairman was directed to execute the same:

Application No. 1098-708 of Mack Monroe for 97.32 acres of land in Survey No. 15885-15898, in Scioto County.

Application No. 1099-709 of George B. Nye for 50 acres of land in Survey No. 16097, in Pike County.

Application No. 1100-710 of Frank A. Stephens for 99 acres of land in Survey No. 15830, in Scioto County.

Application No. 1101-711 of C. E. Hemerle for 109 acres of land in Survey No. 2450, in Pike County.

Application No. 1102-712 of George B. Nye for 57.3 acres of land in Survey No. 14560, in Pike County.

Application No. 1103-713 of George B. Nye for 100 acres of land in Survey No. 16202, in Pike County.

Application No. 1104-714 of Elizabeth White for 131½ acres of land in Survey No. 15205, in Pike County.

Application No. 1105-715 of Frank C. Wilson, et al, for 90½ acres of land in Survey No. 15440-16144, in Scioto County.

Application No. 1106-716 of David W. Metzger and wife for 61.20 acres of land in Survey No. 15720, in Scioto County.

On motion of Mr. Mack, the report of the Committee was accepted and the request for said extension was declined.

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The President presented the following recommendations which were agreed to:

1. The following resignations were accepted:

J. H. Hunt, Professor of Electrical Engineering, effective September 1, 1912.

Joseph H. Gourley, Assistant Professor of Horticulture, Agricultural Extension Department, effective September 15, 1912.

H. W. Stertzbach, Instructor in Bridgework, Department of Civil Engineering, effective September 1, 1912.

Albert Eckert, Fellow in Physics, effective September 1, 1912.

C. S. Lehner, Second Assistant Chemical Supply Store, effective October 1, 1912.

Miss Lulu G. Smith, Stenographer in the Editor's Office, effective August 31, 1912.

2. E. R. Pelster, Instructor in Electrical Engineering, declined the appointment on account of ill health; Miss Adelaide Jenney, Fellow in English, C. A. Nosker and C. G. Busby, Fellows in Zoology and Entomology, also declined appointment.

3. The following appointments were made:

A. E. Flowers, Professor of Electrical Engineering, vice Professor J. H. Hunt, resigned, at a salary of \$2,000.00, as provided in the Budget.

John Whyte, Instructor in German, at a salary of \$1,000.00, as provided in the Budget.

George H. Barthalomew, Instructor in Physical Education at a salary of \$1,000.00, as provided in the Budget.

Henry C. Ohlsen, Instructor in Physical Education, at a salary of \$1,200.00, provided in the Budget.

R. A. Brown, Instructor in Electrical Engineering, vice E. R. Pelster, at a salary of \$1,000.00, as provided in the Budget.

W. S. Hindman, Instructor in Civil Engineering, vice H. W. Stertzbach, resigned, at a salary of \$1,300.00, provided in the Budget.

A. P. Weiss, Instructor in Psychology, for the year 1912-1913, at a salary of \$1,400.00, and \$1,400.00 was appropriated to meet this salary.

Dr. Andrew Miller Jansen, Assistant in Bacteriology, at a salary of \$775.00, as provided in the Budget.

Malcolm Sewell, Assistant in Agronomy, at a salary of \$600.00 per year, as provided in the Budget.

Malon Yoder, Field Assistant in Agronomy, at a salary of \$600.00 per year, as provided in the Budget, beginning September 10, 1912.

John J. Breckur, Assistant in Founding, eleven months, at a salary of \$75.00 per month, and Robert E. Smith, Assistant in Woodworking, ten months, at \$75.00 per month, salaries to be paid from the appropriation for salaries in the Department of Industrial Arts.

Miss Marie McLellan, Assistant in Zoology and Entomology, at a salary of \$700.00, to be paid from the appropriation for salaries in the above department.

William Hislop and Gilbert Gusler, Assistants in the department of Animal Husbandry at a salary of \$1,200.00 each, to be paid from the appropriation for salaries in the above department.

Clare O. Ewing, Fellow in Chemistry, at a salary of \$300.00, as provided in the Budget.

Miss Mary C. Wakefield Fellow in English, vice Miss Adelaide Jenney, at a salary of \$300.00, as provided in the Budget.

Miss Evelyn Osborn, Fellow in Zoology and Entomology, at a salary of \$300.00, as provided in the Budget.

Charles Warner Stafford, Student Assistant in Mine Engineering, at a salary of \$300.00, as provided in the Budget.

Miss Rose Gormley and Miss Lillian E. Humphrey, Student Assistants in the Department of Botany, at a salary of \$150.00 each, as provided in the Budget.

Miss Florence B. Marsh, Student Assistant in Physical Education, at a salary of \$300.00, as provided in the Budget.

John M. Heffelfinger, Student Assistant in Physical Education, at a salary of \$200.00, provided in the budget.

Miss Mary Storer, Student Assistant in Zoology and Entomology, at an salary of \$100.00, and W. W. Marshall, William Bauchmiller, V. R. Haber and W. A. Price were also appointed Student Assistants in Zoology and Entomology, at a salary \$75.00 each, said salaries to be paid from the amount appropriated for salaries for Fellows and Student Assistants in that department.

Miss Nellie D. Keith, Stenographer in the Editor's office, vice Miss Lulu G. Smith, at a salary of \$45.00 per month, beginning September 1, 1912.

H. W. Miller, Second Assistant in the Chemical Supply Store, vice C. S. Lehner, at a salary of 50.00 per month, beginning October 1, 1912.

James Lawson, Porter in the Chemical Supply Store, at a salary of \$50.00 per month, effective July 1, 1912, as provided in the Budget.

Arthur P. Freund, Mechanician in the Department of Physics, at a salary of \$1,200.00, as provided in the Budget.

Stanley Porter, Student Janitor Botany Building, at a salary of \$125.00, as provided in the Budget.

Mrs. Anna Miller, Janitress Hayes Hall, at a salary of \$35.00, per month, beginning September 18, 1912, provided in the Budget.

Emmett Beecher, Janitor North End Veterinary Clinic Building, at a salary of \$50.00 per month, beginning September 17, 1912, provided in the Budget.

4. The \$300.00 appropriated for the salary of Albert Eckert, Fellow in Physics, resigned, was transferred to the account of current expense to be used by the head of the department for student assistance.

5. An appropriation of \$30.00 was made to the Department of Bacteriology to cover the salary of H. T. Ludwig for the month of June 1912.

6. An appropriation of \$56.00 was made to the Department of Animal Husbandry to cover the cost of the poultry exhibit and demonstration at the Ohio State Fair.

7. Miss Caroline M. Breyfogle, Ph.D., was elected Dean of Women, with the rank of Professor, at a salary of \$2,000.00, as provided in the Budget. Miss Breyfogle was authorized to offer courses in Biblical Literature and History, as may be approved in the usual manner.

8. The President reported the gift of an additional \$500.00 to the Derby Scholarship from the estate of Mrs. Julia P. Derby, mother of Professor Derby, and submitted a letter from Professor Derby as part of the record. Whereupon the President was directed to make suitable acknowledgement of the gift.

9. The election by the Board of Overseers of Ohio Union of Carl M. Baldwin, as House Manager, was approved.

10. The President was authorized to appoint a delegate to attend the seventy-fifth anniversary of Mt. Holyoke College, October 8th and 9th, and the inauguration of President Meiklejohn of Amherst College on October 16th.

11. The rule was changed concerning the non-resident fee, to the effect that students must be residents in Ohio not less than one year, before they are eligible under the resident fee.

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Mr. Pomerene moved that a request be made of the Faculty to appoint a committee of three, to consult with a like committee consisting of two members of the Board of Trustees and the President of the University, on the desirability of conferring honorary degrees at the next commencement, the said committees to report back to the Faculty and to the Board of Trustees.

On motion of Mr. Mack, Mr. Pomerene and Mr. Sears were selected to represent the Trustees on said committee.

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On motion of Mr. Pomerene, a committee was ordered appointed to confer with the Public Service Commission of Ohio regarding the use of University men for expert service coming under the direction of the Public Service Commission.

The Chairman appointed President Thompson, Mr. Pomerene and Mr. Mack such a committee.

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Captain Cope presented the following application for deeds, and the Chairman of the Board was directed to execute the same:

Application No. 1114-724 of John W. Layton et al for 208 acres of land in Survey No. 15449 in Scioto County.

Application No. 1115-725 of Frank A. Cunningham for 50 acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1116-726 of Frank A. Cunningham for 50 acres of land in Survey No. 15732 in Union Township, Scioto County.

Application No. 1117-727 of T. A. Cunningham for 45¼ acres of land in Survey No. 15628 in Scioto County.

Application No. 1118-728 of James E. Hamilton for 68.54 acres of land in Survey Nos. 15885-15898 in Scioto County.

Application No. 1119-729 of Martha E. Holt for 64½ acres of land in Survey Nos. 15885-15898 in Scioto County.

Application No. 1120-730 of The Flagg Estate Co. for 1116½ acres of land in Survey No. 15800; 208 acres of land in Survey No. 15231; 251 acres of land in Survey No. 15824; 140.75 acres of land in Survey No. 15290 and 92½ acres of land in Survey No. 14944 in Adams and Scioto Counties—Total 1814.75 acres.

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Thereupon the Board adjourned to meet October 8th and 9th.

Attest:—CARL E. STEEB.

WALTER J. SEARS,

Secretary.

Chairman.

OFFICE OF THE BOARD OF TRUSTEES
OHIO STATE UNIVERSITY

COLUMBUS, OHIO, October 8, 1912, 2 P. M.

The Board of Trustees met at the University pursuant to adjournment.

Present: Walter J. Sears, Chairman, Julius F. Stone, O. E. Bradfute, John T. Mack, F. E. Pomerene and Guy W. Mallon.

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The President presented an outline of the requests as prepared by the Deans of the various colleges, for new buildings and equipment needed in their colleges during the coming year, which would require special appropriations by the legislature.

Upon the request of the President, Deans Boyd, Orton, Price, and Denney, Dr. Littlejohn and Miss Wardall appeared before the Board in explanation of the various requests made by them.

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Thereupon the Board recessed to meet in the morning at 8:30.

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October 9, 1912, 8:30 A. M.

The Board came together with the same members present as at yesterday's session.

Upon the request of the President, Mr. McCracken also appeared before the Board in explanation of the requests made by him for the Division of Operation.

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After these hearings, the President was directed to prepare an additional statement as to the needs presented, such statement to be sent to each member of the Board, final action on the same to be taken at the next meeting.

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The President presented the following recommendations which were agreed to:

1. The following appointments were made:

Leroy J. Veler, Night Assistant in the Library, at a salary of \$300.00, as provided in the Budget, effective September 1, 1912.

Roy Haber, Night Assistant in the Library, at a salary of \$30.00 per month, provided in the Budget, effective November 1, 1912.

Winthrop G. Plumb, Student Assistant in the Department of Industrial Arts, at a salary of \$300.00, as provided in the Budget, effective September 1, 1912.

J. F. Madden, Clerk in the Military Department, at a salary of \$500.00, as provided in the Budget, effective September 1, 1912.

Charles E. Findlay, Clerk in the Military Department, at a salary of \$500.00, as provided in the Budget, effective September 1, 1912.

Miss Jessie B. Bush, Stenographer in the Editor's Office, at a salary of \$45.00 per month, beginning October 1, 1912. Miss Bush takes the place of Miss Keith who was appointed at the last meeting of the Board and whose death occurred the same day.

2. An appropriation of \$600.00 was made to cover the appointment of an additional stenographer in University Hall for such work as may be assigned by the President.

3. An appropriation of \$65.00 was made to cover the salaries of two additional officers in the Regiment - one Major at \$35.00 and one Captain at \$30.00.

4. An appropriation of \$35.00 was made to the Department of English for current expense.

5. Upon the recommendation of the University Faculty the following degrees were granted:

AS OF THE CLASS OF 1912

Anna B. Adams, B. A.
Florence M. Chamberlin, B. A.
Harriet B. Conklin, B. A.
Grace A. Fullington, B. A.
Ruth Miller, B. A.
William A. Tippie, B. A.
Mrs. Ethel Denune Young, B. A.
William Cannon Lawson, B. Sc. in Education.
Jean Gertrude Kitt, B. Sc. in Education.

Walter W. Borden, B. Sc. in Education.
Edgar Collins Bain, B. Sc. in Chemical Engineering.

AS OF THE CLASS OF 1907

Alan Dean Wilkinson, Engineer of Mines.

6. The President presented the following resolution passed by the University Faculty at its meeting held October 2, 1912:

Resolved. That in conformity with the action of the Board of Trustees on this subject, a committee of four of this Faculty, to be appointed by the President, be created to confer with the committee of the Board of Trustees regarding the granting of honorary degrees and to report for the consideration of the Faculty, the conclusions, if any, of such joint committee."

In accordance with the above resolution the following committee was appointed:

Professor G. W. Knight
Professor W. H. Siebert

Professor J. Leighton
Professor F. P. Graves

7. President Thompson, Dean H. C. Price and Mr. A. B. Graham were appointed delegates to attend the meeting of the Association of American Agricultural Colleges and Experiment Stations to be held in Atlanta, Ga., November 13-15, 1912.

8. The President submitted a communication from Dean Price in the matter of the free scholarship from Montgomery County, and recommended that a third scholarship be granted to Miss Beatrice Apple, which was agreed to.

The following Free Scholarships were approved and accepted:

Mrs. Blanche B. Bowers.....	Allen County
Harry G. Stevens.....	Ashtabula County
Wilbert Schaal	Belmont County
Thomas F. Walker.....	Brown County
Emory Meeker.....	Clermont County
Robert Fleming.....	Columbiana County
Arthur Paul Jones.....	Cuyahoga County
Ethel Jones.....	Gallia County
Floyd Truxell.....	Huron County
Fred C. Liles.....	Huron County
William F. Owrey.....	Lawrence County
Ralph A. Routsong.....	Montgomery County
Hursh Yost.....	Perry County
Petrea Gableman.....	Pike County
W. R. Wheelock.....	Portage County
Herbert Kettler.....	Shelby County
Ramond Irvin Lovell.....	Summit County
Karl D. Hirn.....	Van Wert County
Lyman Mulford Silvers.....	Warren County

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Captain Cope presented the following applications for deeds, and the Chairman was directed to execute the same:

Application No. 1121-731 of August Rudity for 124 acres of land in Survey No. 15830 in Scioto County.

Application No. 1122-732 of James C. Murray for 70 acres of land in Survey No. 8213 in Greene County.

Application No. 1123-733 of Henry G. Brown for 93.47 acres of land in Survey No. 15885-15898 in Scioto County.

Application No. 1124-734 of S.C. Ryan for 205 acres of land in Survey No. 16147 in Adams County.

Application No. 1125-735 of John W. O'Brien for 183.27 acres of land in Survey No. 15830; 116 acres of land in Survey No. 15830-15836; 125 acres of land in Survey No. 15836 and 95 acres of land in Survey No. 15561 in Scioto County.

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Captain Cope presented an application from Mr. James C. Murray, for the purchase of $3\frac{1}{2}$ acres of land in Ross Township, Greene County, said land having been appraised at \$65.00 per acre.

On motion, the sale of this land was referred to Mr. O. E. Bradfute for investigation and report.

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The Secretary presented a communication from T. C. Anderson, attorney for Mrs. Bertha Winterberg, in which he objects to the execution of the deed by the Vice-President of the Board of Trustees; whereupon, on motion, the Chairman, Mr. Walter J. Sears, was authorized to execute said deed.

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On motion of Mr. Pomerene, the contract with Captain Alexis Cope was renewed for another year on the same basis as heretofore.

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Mr. Bradfute, to whom was referred the recommendation of Captain Cope for the sale of $3\frac{1}{2}$ acres of land in Ross Township, Greene County, to James C. Murray, at \$65.00 per acre, recommended said sale, and on motion, the chairman was directed to execute the deed.

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Thereupon the Board adjourned to meet at 2 P. M. Friday, October 18, 1912.

Attest:—CARL E. STEEB,

Secretary.

WALTER J. SEARS,

Chairman.

OFFICE OF THE BOARD OF TRUSTEES

OHIO STATE UNIVERSITY

COLUMBUS, OHIO, OCTOBER 30, 1912, 2 P. M.

The Board of Trustees met at the University at the call of the President.

Present: Walter J. Sears, Chairman: Julius F. Stone, F. E. Pomerene and Guy W. Mallon.

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Messrs. A. Simons & Son, contractors for the fuel supply for the current year, appeared before the Board and asked that their contract be modified as to specifications. After hearing the contractors, they were advised that no action could be taken by the Board of Trustees without the approval of the Attorney General, and, on motion, the statement of A. Simons & Son was ordered placed before the Attorney General for his advice and instructions.

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The President presented the following recommendations which was agreed to:

1. The following appointments were made:

G. G. Barr, Student Assistant in the department of Mine Engineering, for the first semester, at a salary of \$150.00, as provided in the Budget.

Mabel Rodebaugh was appointed Stenographer in the department of Economics and Sociology, effective September 1, 1912, at a salary of \$300.00, as provided in the Budget.

Cordelia Smith, Stenographer in the Chemistry Building, effective September 17, 1912, at the salary provided in the Budget.

Mary Thomas, Stenographer in the Physics and Biological Buildings, effective September 16, 1912, at the salary provided in the Budget,

2. An appropriation of \$140.00 was made to the department of English for the purchase of two Underwood typewriters, for use in the course in Journalism.

3. Upon the recommendation of the University Faculty the following persons were granted the degree of Master of Arts as of the Class of 1912,

Sturgiss B. Davis
Clifford W. Jackson
Cecil P. Lyon

Leon B. McCarty
Jacob Francis Shreve
Clarence R. Weinland

4. The rent of the Thomas house was remitted for the year ending June 30, 1912.

5. An appropriation of \$43.80 was made to the department of Agricultural Chemistry for the purchase of apparatus belonging to the late Professor Henry A. Weber, the same having been appraised by Professor William McPherson.

6. The salary of Professor C. C. Huntington of the department of Economics and Sociology was increased \$100.00, and an appropriation was made to cover this increase.

7. The services of Emmett R. Beecher as janitor of the North End of Veterinary Laboratory were discontinued, effective October 31, 1912.

8. An appropriation of \$255.00 was made to the department of Physical Education for the purchase of a piano.

9. The following Free Scholarships were approved and accepted:

Oliver Gossard.....	Auglaize County, 1 year
Clate Priestly	Gallia County, 1 year.
Edwin G. Hibbs.....	Harrison County.
Leo Rummell.....	Trumbull County.

The President submitted a letter from the State Board of Health extending its thanks to the University and expressing its appreciation of the co-operation of the Department of Zoology in the investigations that are being made in the laboratories of the State Board of Health on acute poliomyelitis.

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The President presented a revised list of the buildings and equipment needed, to be requested of the coming legislature, and after careful consideration it was decided that the needs of the women should take precedence.

On motion of Mr. Pomerene, the President was authorized to prepare a statement of the needs of the University along the lines presented at this meeting and as tacitly agreed upon by the Trustees, the President to have full power to prepare such statement for the Auditor of State, and to add to such statement the absolute necessity of creating a building fund for the University.

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On motion of Mr. Mallon, the University Architect, Mr. Bradford, and Mr. Chubb were directed to make a study of the campus with a view to locating the building sites, and to report their progress from time to time to the Board of Trustees for examination and discussion.

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The bill of Alley & Emery for furniture for the Library Building was referred to Mr. Stone for investigation and report.

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On motion of Mr. Mallon, \$1,000.00 was appropriated for the use of the Central Committee for Ohio State Day.

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Thereupon the Board adjourned to meet at the call of the Chairman.

Attest:—CARL E. STEEB,
Secretary.

WALTER J. SEARS,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
OHIO STATE UNIVERSITY

COLUMBUS, OHIO, December 18, 1912.

The Board of Trustees met at the call of the President at the University.

Present: Walter J. Sears, Chairman, Julius F. Stone, O. E. Bradfute, F. E. Pomerene and Guy W. Mallon.

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The minutes of the meetings held Sept 24, October 8-9, and October 30, 1912, were read and approved.

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Captain Cope presented the following applications for deeds and the Chairman of the Board was directed to execute the same:

Application No. 1126-736 of John W. O'Brien for 300 acres of land in Survey Nos. 15830-15836 in Scioto County.

Application No. 1127-737 of John W. O'Brien for 60 acres of land in Survey No. 15731 and 57 acres of land in Survey No. 15830, in Scioto County

Application No. 1128-738 of C. E. Dinwiddie for 48 acres of land in Survey No. 15732 in Scioto County.

Application No. 1129-739 of Francis Rudity for 151.50 acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1130-740 of George Padgett for 50 acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1131-741 of Julius F. Montavon for 64 acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1132-742 of H. C. Noel for 25½ acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1133-743 of Frances J. Montavon for 22 acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1134-754 of John Willey for 59.08 acres of land in Survey No. 15830 in Scioto County.

Application No. 1135-745 of Peter Jeauguenot for 45½ acres of land in Survey Nos. 15037-15354-15730 in Scioto County.

Application No. 1136-746 of John Hilt for 112 acres of land in Survey No. 15893 in Scioto County.

Application No. 1137-747 of Amanda Davis for 63 acres of land in Survey No. 15893 in Scioto County.

Application No. 1138-748 of Thomas H. Adams for 110 acres of land in Survey No. 15531; 14 acres in Survey No. 16155; 42 acres in Survey No. 16154; 12 acres in Survey No. 15993 and 51 acres in Survey No. 15995 (229 acres in all) in Adams County.

Application No. 1139-740 of Wilford Stump for 200 acres of land in Survey Nos. 15885-15898 in Scioto County.

Application No. 1140-750 of Thomas Arnold for 122 acres of land in Survey No. 15893 in Scioto County.

Application No. 1141-751 of Milton Green Wyckoff for 157 acres of land in Survey No. 16148 in Pike County.

Application No. 1142-752 of Bridget Finn for 67 acres of land in Survey No. 15893 in Scioto County.

Application No. 1143-753 of James Myers for 88 acres of land in Survey No. 16036 in Adams County.

Application No. 1144-754 of William Myers for 60 acres of land in Survey No. 16036 in Adams County.

Application No. 1145-755 of Joseph S. Current et al for 94 acres of land in Survey No. 16201 in Pike County.

Application No. 1146-756 of George Scheiderer for 22 acres of land in Survey No. 12075 in Union County.

Application No. 1147-757 of Alfred D. McGown et ux for 70 acres of land in Survey No. 16036 in Adams County.

Application No. 1148-758 of Milton M. Staley for 56½ acres of land in Survey No. 15844 in Scioto County.

Application No. 1149-759 of J. W. Wamsley for 239 acres of land in Survey No. 16036 in Adams County.

Application No. 1150-760 of Martha E. Morton for 69.80 acres of land in Survey Nos. 15066-15382-15729 and 3½ acres of land in Survey No. 15731 in Scioto County.

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President Thompson presented the following recommendations which were agreed to:

1. On the recommendation of the University Faculty the following degrees were conferred:

Isabel Maris Bachelor of Arts, as of the Class of 1912.

Raymond Watkins, Civil Engineer, as of the Class of 1912.

Yoshihisa Kawaguchi, Master of Arts, as of the Class of 1912.

Albert Alden Doty, Bachelor of Science in Education, as of the Class of 1912.

The certificate of Pharmaceutical Chemist was granted to Myron Bradley Ozersky and to Hudson Lowell Zemer, as of the Class of 1912.

2. The following resignations were accepted:

David R. Kellogg, Instructor in Chemistry, effective January 1, 1913.

Helen H. Mackall, Assistant to the Registrar, effective January 1, 1913

Harry Osborne, Helper in the Division of Operation and Maintenance effective November 15, 1912.

The President reported the resignation of J. C. McClellan, Assistant Electrician, to take effect December 7, 1912. As Mr. McClellan was in the service but a few weeks, his name was not formally reported to the Board for appointment.

3. The following appointments were made:

Mrs. C. W. Foulk, Superintendent of Reading and Correspondence Courses in Home Economics Agricultural Extension Department, at a salary of \$600.00 for eight months, beginning November 1, 1912.

R. B. Cruickshank, Instructor in Horticulture, Agricultural Extension Department, at a salary of \$1,800.00 per year, beginning October 15, 1912.

Miss Alice D. McKee, Cataloguer in the Library, at a salary of \$70.00 per month, effective November 1, 1912.

Miss Alice G. Stephens, Assistant Cataloguer in the Library, at a salary of \$60.00 per month, effective October 15, 1912.

Miss L. Berniece Brown, Library Assistant, at a salary of \$50.00 per month, effective November 1, 1912.

The salaries of the above appointments in the Library to be charged against the salary appropriation in the Budget.

Miss Clara Miller, Assistant to the Registrar, at a salary of \$50.00 per month, beginning November 1, 1912, vice Miss Mackall resigned. An appropriation of \$40.00 was made for the salary of Miss Miller, said amount to be added to the balance remaining in the budget appropriation for the salary of Miss Mackall.

Miss Emeline McClelland, Stenographer for the College of Engineering, at a salary of \$50.00 per month, effective August 1, 1912, as provided in the Budget.

W. H. Walker, Janitor North End Veterinary Clinic Building, vice E. R. Beecher, at the same salary, effective November 1, 1912.

J. C. Lysatt, Technician in the department of Ceramic Engineering, at a salary of \$60.00 per month, effective October 1, 1912, salary provided in the Budget.

W. R. Wheelock, Student Assistant in the department of Rural Economics, at a salary of \$30.00 per month, effective January 1, 1913.

The appointment of Mrs. Dora Condert who has been serving as Maid in the department of Physical Education since April 15, 1912, was approved, salary provided in the Budget.

4. The Free Scholarships of H. R. McAnail of Morrow County and Mr. C.L. Darr of Ottawa County were accepted and approved.

5. The following appropriations were cancelled:

Physical Education—balance in salaries account.	\$200 00
Equipment Engineering Laboratory—general account.	280 58
Veterinary Medicine—roup account.	104 57

The following appropriations were made from the General Funds:

Department of Botany—equipment, etc.	\$113 20
Department of Economics and Sociology.	50 00
Department of Physical Education—for clerical help by the hour.	200 00

The following appropriations were made from the Special State Fund for Apparatus and Equipment:

Department of Physical Education.	\$529 17
Department of Metallurgy and Mineralogy	159 94

The following items from the salary appropriations in the Budget were transferred to the account of Current Expense of the departments listed below:

Chemistry—student assistance.....	\$ 700 00
Industrial Arts—Harold Wright, apprentice by the hour	450 00
Metallurgy and Mineralogy—assistance (by the hour)	900 00
University Architect—draftsman	1600 00

6. The President submitted a communication from the University Faculty regarding the change in name of the department of Domestic Science; also one in regard to new courses of study in Forestry and Biblical Literature, History and Exegesis, adopted at its meeting held December 17, 1912.

The new courses as adopted by the Faculty were approved, and the title of the department of Domestic Science was changed to the department of Home Economics, the same to go into effect at once.

7. The President reported the gift from Mr. George N. Cole, of New York, to the School of Mines Library, of the Proceedings of the American Society of Civil Engineers, Vol. 27, 4-10 inclusive, Vol. 38, 1-7 inclusive, and Vols. 69, 72 and 74 of the Transactions; also the index to the Transactions, and two copies of "Some Tests of Large Steel Columns." Whereupon the President was directed to make suitable acknowledgement to Mr. Cole.

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On motion of Mr. Pomerene, the matter of appropriation to the Young Men's Christian Association was referred to the President with power.

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The President reported that at a meeting of the general Faculty held December 17, 1912, the recommendation of the special committee on honorary degrees, was disapproved by the Faculty.

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Mr. Stone, to whom was referred the bill of Alley & Emery for furniture ordered for the Standard Literature Room in the new Library, reported that the furniture delivered did not in any degree represent the price asked for the individual pieces, and, upon his recommendation, it was moved not to accept said furniture,

and the Secretary was directed to so advise Alley & Emery and to state to them that the furniture is here subject to their orders.

* * * * *

The Secretary presented a communication from the Architects, Allen & Collens, recommending that the time on the contract of Mr. D. W. McGrath be extended to December 15, 1912. The Secretary also presented a communication from the contractor, Mr. D. W. McGrath, stating the reasons why he asked for an extension of time.

On motion of Mr. Pomerene, said extension was granted because of the numerous changes which had been ordered from the time the building started and for which the contractor was not responsible.

* * * * *

Mr. Mallon, Chairman of the Library Building Committee, reported that said Committee had carefully examined the Library Building and recommended its acceptance by the Board of Trustees.

On motion of Mr. Bradfute, the report of the Committee was accepted, and the Secretary was directed to pay to Mr. D. W. McGrath, the general contractor, his final estimate in full, said estimate being \$12,824.08. The Secretary was also directed to secure from Mr. McGrath a certified check in the amount of \$300.00, as a guarantee that the contractor would rectify certain minor matters suggested by the architects.

The Secretary was also directed to pay final estimate to Fitzpatrick & Hoepfner, plumbing contractors on the Library Building, in the amount of \$448.55, and the final estimate of The Snead & Company Iron Works, contractors for the book stacks, in the amount of \$5,334.00.

* * * * *

The Secretary reported that Evans, Almirall & Company had completed their contract for the hot water extension from the Power House to Orton Hall and that the same had been done in a satisfactory manner.

Whereupon, on motion, the Secretary was directed to pay to Evans, Almirall & Company the final estimate on this work in the amount of \$2,388.00.

* * * * *

The President presented the following Budget for the four departments of Agriculture, formerly coming under the Produce Fund, and upon his recommendation the same was adopted:

ANIMAL HUSBANDRY

Feed.....	\$4,500 00	
Labor.....	2,750 00	
Live Stock.....	3,100 00	
Supplies.....	340 00	
		\$10,690 00

DAIRYING

Labor.....	\$5,000 00	
Supplies.....	8,000 00	
		\$13,000 00

HORTICULTURE

Labor.....	\$1,800 00	
Supplies.....	500 00	
		\$ 2,300 00

RURAL ECONOMICS

Feed.....	\$ 250 00	
Labor.....	2,100 00	
Live Stock.....	400 00	
Supplies.....	500 00	
		\$ 3,250 00
		\$29,240 00

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The Secretary presented the report of the Auditing Committee for the year ending June 30, 1912, and the same was ordered filed with the Annual Report to the Governor.

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President Thompson reported that the Annual Report to the Governor was ready for presentation, and, on motion, the same was ordered to be presented to the Governor.

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Thereupon the Board adjourned to meet at the call of the Chairman.

Attest:—CARL E. STEEB,
Secretary.

WALTER J. SEARS,
Chairman.

NEIL HOUSE

COLUMBUS, OHIO, January 21, 1913, 7 P. M.

The Board of Trustees met at the Neil House pursuant to the call of the Chairman.

Present: Walter J. Sears, Chairman, Julius F. Stone, John T. Mack, Guy W. Mallon, O. E. Bradfute and F. E. Pomerene.

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Mr. McLaughlin, Attorney, and Mr. Christian, County Surveyor of Pike County, Ohio, appeared before the Board and made request that the Trustees change the lines described in the deed requested by Mr. William Staley, as the original monuments mentioned in said deed could not be found. After a statement made by Captain Cope, the Board declined to take action on this request.

* * * * *

Captain Cope presented the following applications for deeds, and the Chairman of the Board was directed to execute the same:

Application No. 1151-761 of John H. Penisten for 26 acres of land in Survey No. 16172, in Pike County.

Application No. 1152-762 of William D. Smalley for 100 acres of land in Survey No. 15844, in Scioto County.

Application No. 1153-763 of George Brown for 80 acres of land in Survey No. 15449, in Scioto County.

Application No. 1154-764 of W. T. Wamsley for 123 acres of land in Survey No. 16036, in Adams County.

Application No. 1155-765 of George B. Nye for 22.40 acres of land in Survey No. 14905, in Pike County.

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Captain Cope presented the following communication to the Trustees concerning a contract for land, made by William Staley on May 2, 1879.

Jan. 20, 1913.

To The Board of Trustees Ohio State University.

GENTLEMAN:

On June 6, 1874, one William Staley bought 49 acres of land in lot No. 26 in Mifflin Township, Pike County, Ohio, and deed was made to him for same June 6, 1876. On May 2, 1879, he bought 140½ acres in same lot and executed contract of sale which stipulated that he should pay therefor as follows: \$40. cash, \$20. in one year, \$20. in two years, \$20. in three years, \$20. in four years, \$20. in five years from day of sale, with interest at 6% payable annually. He gave his notes for such deferred payments. The contract stipulated that a deed for the land should be given to him when said notes and the interest thereon were fully paid. On the execution of such contract Mr. Staley entered into possession of the land and has been in

possession ever since. Mr. Staley paid the first of the notes when it became due, and the second note Feb. 8, 1882 and the interest due at that time, except the sum of \$3.40, and has paid nothing since. Efforts were made to collect the three remaining notes, but without success, and the Agent of the Board of Trustees in 1885 reported the notes as worthless.

Mr. Staley now proposes to pay said notes and take a deed under said contract. Have calculated interest on said notes at 6% with annual rests, and find amount due thereon to be \$282.00. I enclose draft for the amount received from Mr. Staley, and proper deed for execution.

Very truly yours,

ALEXIS COPE.

"Lot No. 26 originally contained 519 acres and at time of sale to Mr. Staley was appraised at 50 cts. per acre."

On motion of Mr. Stone, the proposition of Mr. Staley was accepted, and the Chairman was directed to execute a deed in accordance with the terms of the contract, Mr. Staley paying for said deed \$282.00, being the amount of the principal, plus the interest from date the notes were given.

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The offer of Dr. George B. Nye, of Waverly, Ohio, to purchase one hundred acres of land, part of lot No. 29, Pike County, Ohio, for the sum of \$370.00, was declined.

* * * * *

Mr. Stone reported that a meeting of the Library Building Committee was held January 14, 1913, and Mr. Alley, of Alley and Emery, was present and made a statement in behalf of the furniture which his firm had furnished to the University for the Standard Literature Room in the Library Building, and that after hearing the statement of Mr. Alley the Committee is still of the opinion that the furniture should not be accepted by the University, and so recommended to the Board of Trustees.

On motion, the recommendation of the committee was agreed to, and the Secretary was directed to notify Alley & Emery of said action and to again inform them that the furniture is here subject to their orders.

* * * * *

The President presented a communication from Professor Magruder asking that an amendment be made to the request made of the legislature for appropriations, said amendment to provide for a motor car laboratory to be connected with the Mechanical Engineering Department.

On motion, the Board approved the request and referred the matter back to the President for further examination and report.

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The President presented the following recommendations which were agreed to:

1. On the recommendation of the University Faculty, the degree of Master of Arts, as of the Class of 1912, was conferred on Homer Denison Holler.

2. The resignation of Miss Genevieve Lawrence, Fellow in English, was accepted, effective December 21, 1912.

3. The following appointments were made:

B. C. Carmichael was appointed Instructor in Animal Husbandry for the Short Winter Course, in charge of the work on Feeding, at a salary of \$150.00, said service to be one month.

J. W. Hammond was appointed Instructor in Animal Husbandry for the Short Winter Course, in charge of the work of Breeding, at a salary of \$150.00, said service to be for one month.

Otho H. Pollock was appointed Instructor in Animal Husbandry for the Short Winter Course, in charge of the work of Judging, at a salary of \$200.00 for the entire course.

The above salaries to be paid from the appropriation of \$500.00 provided in the Budget for Winter Course Instruction in the department of Animal Husbandry.

Ariel N. Thurston was appointed assistant in Chemistry for the remaining six months of the year at a salary of \$70.00 per month, payable from the appropriation for the salary of Mr. Kellogg, resigned.

The balance of \$300.00 remaining in the above appropriation was transferred to the fund for student assistance in the department of Chemistry.

Ralph B. Wilson was appointed Fellow in English, to succeed Miss Lawrence, resigned, at the same salary.

J.P. Stack was appointed Student Assistant in Agronomy, effective January 1, 1913, salary at the rate of \$600.00 per year on the basis of twelve months.

4. Professor William McPherson was granted leave of absence for the months of March, April, May and June, 1913, on the usual basis.

5. The President was authorized to arrange for leaves of absence for the following named persons during the year 1913-1914:

Professor C. S. Plumb, Department of Animal Husbandry.

Professor W.H. Page, Department of Law.

Professor J.H. Hagerty, Department of Economics and Sociology.

Professor Mary R. Laver, Department of Art.

Professor Ruth A. Wardall, Department of Domestic Science.

Professor George H. McKnight Department of English.

Assistant Professor George Livingston, Department of Agronomy.

Mr. George R. Twiss, High School Visitor.

6. An appropriation of \$73.85 was made to cover the cost of the special Civil Engineering Exhibit at the Cincinnati Exposition.

7. An appropriation of \$187.33 was made to cover the cost of construction of desks in the department of Bacteriology.

8. An appropriation of \$726.80 was made for a special research fund assigned to the department of Electrical Engineering.

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The Secretary presented an option prepared by Mr. O.C. Belt on 142.54 acres of land for the sum of \$80,000.00, situated in Franklin County, State of Ohio and Township of Clinton, and bounded and described as follows: Beginning at the intersection of Lane Avenue and Fleniken Pike; thence west along Lane Avenue a distance of 2710.27 feet; thence south 2523.52 feet; thence east 2720.1 feet to the Fleniken Pike; thence north along the Fleniken Pike 5523.52 feet to the beginning, containing within said boundary 156.74 acres, and excepting therefrom 14.20 acres heretofore sold to William Salzgaber and William R. Spires.

After consideration the Board declined to accept said option.

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Thereupon the Board adjourned to meet in the morning at 9 A.M. for the purpose of visiting the Governor.

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COLUMBUS, OHIO, January 22, 1913, 9 A.M.

The Board met at the Neil House pursuant to adjournment, with the same members present as at yesterday's session.

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The Board went in a body to the Governor's office, met the Governor and adjourned to meet at the call of the Chairman.

Attest:—CARL E. STEEB, WALTER J. SEARS.

Secretary.

Chairman.

OFFICE OF THE BOARD OF TRUSTEES

THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, March 5, 1913, 8 P. M.

The Board of Trustees met at the call of the Chairman at the Neil House.

Present: Walter J. Sears, Chairman, Julius F. Stone, Guy W. Mallon, O. E. Bradfute, O. T. Corson and F. E. Pomerene.

* * * * *

Captain Cope presented the following applications for deeds, and the Chairman of the Board was directed to execute the same.

Application No. 1156-766 of F. W. Schoonover for 82 acres of land in Survey No. 13105 and 13 acres of land in Survey No. 15409, in Highland County.

Application No. 1157-767 of Charles M. Call for 65 acres of land in Survey No. 15479, in Scioto County.

Application No. 1158-768 of Augustus P. Tryon et al for 202 acres of land in Survey No. 15479, in Scioto County.

Application No. 1159-769 of George F. Jenkins for 68 acres of land in Survey No. 15684, in Scioto County.

Application No. 1160-770 of Lemuel Jenkins for 95 acres of land in Survey No. 15684, in Scioto County.

Application No. 1161-771 of J. H. Cox for 83.33 acres of land in Survey No. 15684, in Scioto County.

Application No. 1162-772 of Bennett McCorkle for 116 acres of land in Survey No. 15683, in Scioto County.

Application No. 1163-773 of Ella Noel for 63 acres of land in Survey No. 15226-15262, in Scioto County.

Application No. 1164-774 of Emma Zilla Carter for 76 acres of land in Survey No. 15684, in Scioto County.

Application No. 1165-775 of David N. McCandless for 100 acres of land in Survey No. 15684, in Scioto County.

Application No. 1166-776 of N. A. Brokaw for 50 acres of land in Survey No. 15037-15353-15730, in Scioto County.

Application No. 1167-777 of Oscar E. Sillico't for 86½ acres of land in Survey No. 15683, in Scioto County.

Application No. 1168-778 of Fauny M. Powell for 305 acres of land in Survey No. 15226-15262, in Scioto County.

Application No. 1169-779 of Isaac Oates for 45 acres of land in Survey No. 8090, in Highland County.

Application No. 1170-780 of W. C. McCall for 70 acres of land in Survey No. 15479, in Scioto County.

Application No. 1171-781 of Sarah A. Hardin for 120 acres of land in Survey No. 15683, in Scioto County.

Application No. 1172-782 of H. J. S. Hoople for 10½ acres of land in Survey No. 15893, in Scioto County.

Application No. 1173-783 of Fred F. Greene for 90 acres of land in Survey No. 14594-16147, in Ross County.

Application No. 1174-784 of George Toby for 48.09 acres of land in Survey No. 12343, in Hardin County.

Application No. 1175-785 of George B. Nye for 76.74 acres of land in Survey No. 16115-16150-16170, in Pike County.

Application No. 1176-786 of Albert McCoy for 51.80 acres of land in Survey No. 16197, Pike County.

Captain Cope presented an application from Mr. Ernest Flagg of Staten Island, New York, requesting that a supplementary deed be issued by the Board of Trustees in lieu of the one

executed by inadvertance to The Flagg Estate Company, said company,-a corporation, having conveyed a short time before the execution of said deed, the land described in said deed to Mr. Ernest Flagg, and then dissolved. Said original deed to the Flagg Estate Company is recorded in Vol. No. 5, Pages 408-410 of the Record of Deeds of the Ohio State University.

Upon the recommendation of Captain Cope, a supplementary deed was ordered, and the Secretary was directed to cancel on the records the old deed excuted to The Flagg Estate Company.

* * * * *

The Secretary reported that he had recieved from The Illinois Title & Trust Company the final payment on the note of Charles E. and Nellie B. Fisher, in the amount of \$7,450.00, together with the interest on said note, in the amount of \$186.25, and that this closed all payments due on the sale of land received under the Page will.

The Chairman and Secretary of the Board of Trustees were directed to sign the release of the mortgage to the above named Charles E. and Nellie B. Eisher, and to forward said release to The Illinois Title & Trust Company, Champaign, Illinois.

* * * * *

The Secretary reported that the legislature in the Partial Appropriation Bill had appropriated the following amounts for the use of The Ohio State University:

Equipment Power House	\$14,000 00
Uses and purposes of Library.....	5,000 00
Summer Session.....	10,000 00
Repairs and upkeep buildings, grounds.....	15,000 00
Botany and Zoology Building.....	75,000 00
Tunnel to Archaeological Museum.....	7,800 00
Store Room and Receiving Department Building..	11,000 00
New roof on Gymnasium.....	2,000 00

* * * * *

Professor Bradford presented the plans and specifications for a Store Room and Receiving Department Building, at an estimated cost of \$11,000.00.

After examining said plans and specifications, Mr. Bradfute offered the following resolution which was adopted:

"Resolved, That the plans and specifications for the Store Room and Recieving Department Building be and the same are hereby approved, and that the President and the Secretary be directed to present the same to the State Building Commission for its approval, and if approved by it, then the

Secretary be directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing materials and performing the labor necessary for the erection of said building."

On motion of Mr. Sears, the location of the Store Room and Receiving Department Building was fixed at the point due west of the north wing of the present shops, as shown on the plans.

* * * * *

The legislature having now appropriated sufficient money for the erection of the Botany and Zoology Building, the Secretary was directed to present the plans, specifications and estimate to the State Building Commission for its approval, and if approved by it, then the Secretary was directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing materials and performing the labor necessary for the erection of said building.

The plans, specifications and estimate for the above building were approved by the Board of Trustees at its meeting held March 27, 1912, and at a meeting held May 28, 1912, the Board ordered the plans held until a further appropriation had been made.

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The Secretary presented the specifications and estimates for two Horizontal Sectional Water Tube Boilers and two Automatic Underfeed Stokers in the Power Plant, as prepared by William C. McCracken, Chief Engineer, said estimate being \$8,000.00 for the boilers and \$3,800.00 for the stokers. On motion of Mr. Mallon, said specifications and estimates were approved and the Secretary was directed to present the same to the State Building Commission for its approval, and if approved by it, then the Secretary was directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing materials and performing the labor necessary for the erection of said boilers and stokers.

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The Secretary presented the following communication from Messrs. Alley & Emery:

BOSTON, MASS., Feb. 27, 1913.

Mr. Carl E. Steeb, Secretary, Ohio State University, Columbus, Ohio.

DEAR SIR:

In reply to your recent letter we would say that we have carefully figured the cost of the furniture which you ordered August 10, 1912, by

written order signed by Mr. Steeb, and we find the cost to be, exclusive of any overhead expenses, \$1216.00.

We have consulted our lawyer in this matter, and he says there is absolutely no question as to our legal right to collect the entire amount of the bill. We should prefer to have this account settled at our cost price of \$1216.00, rather than go to the expense and annoyance of legal complication, although there is not the slightest doubt in our minds as to what the outcome would be.

If you will send us a check for the above amount, we are willing to take it in full payment and consider the transaction closed.

If you still consider that the prices charged for the furniture are excessive, we should prefer to have the matter settled in court, both for the vindication of ourselves and your architects.

Yours very truly,

ALLEY & EMERY, INC.
A. B. BULLARD, Treas.

Whereupon Mr. Pomerene moved to reject their proposition, upon which motion the yeas and nays were demanded, which resulted as follows:

Yeas—Messrs. Stone and Pomerene.

Nays—Messrs. Sears, Corson, Mallon and Bradfute.

The Chairman declared the motion lost.

Whereupon Mr. Mallon made the following motion: That payment for the furniture should be made in accordance with the letter of Alley & Emery under date of February 27, 1913, provided that Alley & Emery will first repair the defective pieces of furniture, in accordance with the statement made by the architects, Allen & Collens, in their letter of December 20, 1912, and also in accordance with the statement made by Mr. Alley to the Library Building Committee on January 14, 1913.

Upon which motion the yeas and nays were demanded, with the following result:

Yeas—Messrs. Sears, Corson, Mallon and Bradfute.

Nays—Messrs. Stone and Pomerene.

And so the motion was carried.

* * * * *

Mr. Mallon offered the following resolution;

"*Resolved*, That the President of the University and the Secretary of the Board of Trustees be authorized and directed on behalf of the Board of Trustees, to sign all requisitions on the Auditor of State for moneys appropriated for the use of The Ohio State University, and that the Secretary be directed to file a copy of this resolution with the Auditor of State."

The above resolution was unanimously adopted.

* * * * *

The President presented the following recommendations which were agreed to:

1. The resignation of Harold C McCall, Assistant in the Department of Civil Engineering, was accepted, effective February 1, 1913.

2. The following appointments were made:

Miss Anna R. Van Meter was appointed Assistant Professor of Home Economics, at a salary of \$150.00 per month, effective February 1, 1913. \$750.00 was appropriated to meet this salary.

Clark S. Wheeler was appointed Assistant in Agricultural Extension, at a salary of \$1600. per year, beginning February 1, 1913.

Ray C. McCall was appointed Assistant in Civil Engineering, to succeed Harold C. McCall, at the same salary, beginning February 1, 1913.

Clifford E. Reichard was appointed Fellow in Chemistry, at a salary of \$150.00 for the semester, the same to be charged against the salary of Professor William McPherson, absent on leave.

3. The President reported that Professor L. A. Cooper, of the Department of English, is in the hospital and recommended that his salary be continued during his absence on account of illness, which recommendation was agreed to.

4. The President was authorized to arrange for leave of absence, without salary, for Miss Anna F. Blohm of the Department of Home Economics, on account of illness, and to make temporary provision for instruction during her absence.

5. The President presented a communication from the Business Men's League of St. Louis regarding representation at the American Peace Congress, but made no recommendation thereon.

6. The President presented two petitions from George B. Newhouse for the return of fees, and refund was authorized in accordance with the rules.

7. The President reported a gift from the Class of 1892 of a cast of the "Winged Victory," whereupon the President was directed to make suitable acknowledgment therefor.

8. The President was authorized to arrange for the absence of Professor R. F. Griggs of the Department of Botany about three weeks before the close of the semester, in order that he may join an expedition to Alaska.

The Budget for the Summer Session 1913, as given below, was adopted:

Agricultural Chemistry—

Associate Professor J. F. Lyman.....	\$300 00	
		\$ 300 00

American History—

Professor G. W. Knight.....	\$425 00	
Assoc. Professor H. C. Hockett 2/3.....	200 00	
		\$ 625 00

Athletics—

Director L. W. St. John, 6 wks.....	\$325 00	
Director F. B. Castleman.....	150 00	
		\$ 475 00

Bacteriology—

Professor C. B. Morrey.....	\$425 00	
		\$ 425 00

Chemistry—

Professor C. W. Foulk.....	\$400 00	
Asst. Professor J. A. Wilkinson.....	300 00	
Assistant C. E. Boord.....	200 00	
Instructor S. Morris (Wooster).....	240 00	
		\$1140 00

Economics and Sociology—

Professor M. B. Hammond.....	\$400 00	
Professor F. A. McKenzie.....	400 00	
Asst. Professor H. L. Walradt.....	280 00	
		\$1080 00

Engineering Drawing—

Professor T.E. French.....	\$425 00	
Asst. Professor R. Meiklejohn.....	300 00	
Instructor O.E. Williams.....	240 00	
		\$ 965 00

English—

Professor W. P. Reeves.....	\$400 00	
Professor H. E. Simons.....	400 00	
Professor J. P. Schneider.....	400 00	
Asst. Professor E. L. Beck.....	280 00	
		\$1480 00

European History—

Professor W. H. Siebert.....	\$425 00	
Assoc. Professor E. H. McNeal.....	300 00	
		\$ 725 00

German—

Professor M. B. Evans.....	\$425 00	
Asst. Professor Sarah T. Barrows.....	260 00	
		\$ 685 00

Greek Language and Literature—

Professor J. R. Smith, 3½.....	\$255 00	
		\$ 255 00

History of Education—

Professor E. A. Miller.....	\$425 00	
		\$ 425 00

Latin—

Professor W. S. Elden.....	\$400 00	
Instructor R. R. Murphy.....	100 00	
		\$ 500 00

Manual Training—

Asst. Professor T. K. Lewis.....	\$300 00	
Director H. C. Carter	240 00	
		\$ 540 00

Mathematics—

Professor R. D. Bohannon.....	\$425 00	
Professor K. D. Swartzel.....	400 00	
Professor H. W. Kuhn	400 00	
		\$1225 00

Music—

Director W. W. Campbell	\$400 00	
		\$ 400 00

Physical Education—

Assoc. Professor Alice Littlejohn.....	\$300 00	
		\$ 300 00

Philosophy—

Professor J. A. Leighton.....	\$425 00	
		\$ 425 00

Physics—

Professor R. F. Earhart, $\frac{1}{3}$	\$134 00	
Professor F. C. Blake, $\frac{1}{3}$	134 00	
Asst. Professor A. W. Smith.....	300 00	
Asst. Professor C. Sheard, $\frac{1}{3}$	100 00	
		\$ 668 00

Political Science—

Asst. Professor F. W. Coker.....	\$280 00	
		\$ 280 00

Psychology—

Professor T. H. Haines.....	\$400 00	
		\$ 400 00

Romance Languages and Literatures—

Professor B. L. Bowen.....	\$425 00	
Assoc. Professor E. S. Ingraham.....	300 00	
		\$ 725 00

School Administration—

H. S. Visitor—F. B. Pearson.....	\$400 00	
		\$ 400 00

Dean and Secretary

Salary undetermined

Assistants—

Athletics and care of Gymnasium—G. H. Bartholomew	\$ 150 00	
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Application No. 1178-788 of John R. H. Latchaw for 131 acres of land in Survey Nos. 15226-15262, in Scioto County.

Application No. 1179-789 of Thomas H. Piatt for 150 acres of land in Survey No. 15561, in Scioto County.

Application No. 1180-790 of George and Leo Sommer for 145 acres of land in Survey No. 15561, in Scioto County.

Application No. 1181-791 of Henry Sheets et al for 87 acres of land in Survey No. 13441, in Ross County.

Application No. 1182-792 of Frederick Loversheimer for 164 acres of land in Survey No. 13441, in Ross County.

Application No. 1183-793 of Edward Cunningham for 60 acres of land in Survey Nos. 15391-15450, in Scioto County.

Application No. 1184-794 of J. W. Willcox for 160 acres of land in Survey Nos. 15391-15450, in Scioto County.

Application No. 1185-795 of Thomas Crowe for 50 acres of land in Survey No. 15705, in Scioto County.

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The Secretary presented the plans, specifications and estimate for a tunnel to the Archaeological Museum Building, the estimated cost being \$7,800. Said plans, specifications and estimate were approved, and the Secretary was directed to present the same to the State Building Commission for its approval, and if approved by it, then the Secretary is directed to give notice, as required by law, of the time and place, when and where sealed proposals will be recieved for furnishing materials and preforming the labor necessary for the construction of said tunnel.

* * * * *

The Secretary reported that on March 31st, in accordance with advertisement, bids had been received and opened for the Botany and Zoology Building, Store Room and Receiving Department Building and Two Horizontal Sectional Water Tube Boilers, and found to be as follows:

BOTANY AND ZOOLOGY BUILDING

Dawson Construction Company, general contract	\$ 93,668 00
Dawson Construction Company, insectary and greenhouse	17,555 00
William E. W. Cherry, general contract.....	102,185 00
D. W. McGrath, general contract.....	115,108 00
Fred Wittenmair, cut stone.....	3,084 40
R. F. Fletcher, electrical wiring conduits	2,760 00
Huffman-Conklin Co., heating and ventilating..	12,193 00
Huffman-Conklin Co., plumbing, gas-fitting	
and sewer	6,283 00

STORE ROOM AND RECEIVING DEPARTMENT BUILDING

M. P. Streett, general contract	\$ 9,468 00
J. H. Hina, general contract.....	9,992 00

BOILERS

Toledo Flanner Boiler Company.....	\$ 6,915 00
The Babcock & Wilcox Co.	8,996 00

No bids were received for the two automatic underfeed stokers advertised for.

On motion of Mr. Pomerene, the Secretary was directed to readvertise for two Automatic Underfeed Stokers for which no bids were received March 31st.

The bids of The Huffman-Conklin Company for heating and ventilation and for plumbing were above the estimate filed with the Auditor of State for said work, and on motion of Mr. Bradfute said bids were rejected, and the Secretary was directed to readvertise for bids on heating, ventilation, plumbing and gas-fitting.

Upon the recommendation of Mr. McCracken, the bid of The Toledo Flanner Boiler Company for Two Horizontal Sectional Water Tube Boilers of \$6,915.00 was accepted, and the Secretary was directed to prepare proper contract for the erection and completion of said boilers.

The bid of M. P. Streett, in the amount of \$9,468.00, being the lowest bid received for the Store Room and the Receiving Department Building, was accepted and the Secretary was directed to prepare proper contract for this work.

The bid of the Dawson Construction Company, of Pittsburgh, Pennsylvania, for items Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 17, 18 and 19 of the Form of Proposal for the Botany and Zoology Building, in the amount of \$93,668, was found to be the only bid under the architect's estimate for said items, and on motion of Mr. Pomerene this bid was accepted and the contract for said items was awarded to the Dawson Construction Company.

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Professor Bradford presented the preliminary plans for the campus development, and on motion it was ordered that the grading about the Library Building be done in accordance with the preliminary plans as submitted by Mr. Bradford

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Thereupon the Board adjourned to meet at the call of the Chairman,

Attest:—CARL E. STEEB,
Secretary.

WALTER J. SEARS,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
OHIO STATE UNIVERSITY

COLUMBUS, OHIO, May 12, 1913.

The Board of Trustees met at the University pursuant to the call of the Chairman.

Present: Walter J. Sears, Chairman, Julius F. Stone, O. E. Bradfute, O. T. Corson, Guy W. Mallon and F. E. Pomerene.

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Captain Cope presented the following applications for deeds, and the Chairman was directed to execute the same:

Application No. 1186-796 of George E. Boldman for 57½ acres of land in Survey Nos. 15885-15898 in Scioto County.

Application No. 1187-797 of Isaiah Colley for 85 acres of land in Survey Nos. 15226-15262, in Scioto County.

Application No. 1188-798 of Grafton Windle, Jr. for 100 acres of land in Survey No. 15845, in Scioto County.

Application No. 1189-799 of William J. Crabtree for 68 acres of land in Survey No. 15684, in Scioto County.

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On motion of Mr. Corson, Professor F. A. McKenzie was appointed a delegate from the University to the Mohonk Peace Conference.

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The President presented the following recommendations which were agreed to:

I. The following resignations were accepted:

T. L. Wheeler, Agriculture Extension Editor, effective March 31, 1913.

C. J. Grant, Assistant Professor of Agronomy, Agricultural Extension Department, effective May 1, 1913.

Miss Elizabeth Fyffe, Clerk, Townshend Hall, effective March 1, 1913.

Mrs. Edna Burnham Pratt, Stenographer, Robinson Laboratory, effective May 1, 1913.

Miss Dora Condert, Maid in the Department of Physical Education effective March 31, 1913.

Thomas K. Lewis, Assistant Professor of Manual Training, to take effect at the close of the year.

W. F. Gephart, Professor of Economics and Sociology, to take effect at the close of the present year.

Miss Ruth McManamy, Stenographer, Judging Pavilion, effective June 30, 1913.

The President reported the resignation of Mr. Carl M. Baldwin, as Manager of Ohio Union, and the election of Mr. Edwin S. Drake as his successor, effective May 1, 1913.

2. The following appointments were made:

Miss Helen L. Bush, Stenographer, vice Miss McManamy, at a salary of \$50.00 per month.

Miss Lola Stout, Maid in the Department of Physical Education, vice Miss Condert, at the same salary, beginning April 1, 1913.

W. E. McCoy, Assistant in Agronomy, at a salary of \$100.00 per month, for a period of two months, effective April 1, 1913.

Miss Naomi Haber, Clerk Townshend Hall, vice Miss Elizabeth Fyffe, at the same salary, effective March 1, 1913, for the balance of the year.

Miss Eva L. Long, Stenographer, vice Mrs. Edna Burnham Pratt, at a salary of \$50.00 per month.

Ben Lewis, Janitor, at a salary of \$50.00 per month, effective March 1, 1913.

Miss Catherine Creamer was transferred, temporarily, from the Agricultural Extension Department to the Department of Home Economics, at a salary of \$100.00 per month, effective April 1, 1913, salary to be paid from the appropriation for the salary of Miss Anna F. Blohm.

Miss Marian Waters, Assistant in the Registrar's office, at a salary of \$50.00 per month, effective March 1, 1913, and \$200.00 was appropriated to meet this salary.

G. W. Dillihunt, Assistant Electrician, at a salary of \$65.00 per month, effective December 13, 1912.

O. E. Kiger and John O'Rourke were appointed Janitors at the Library Building, at a salary of \$50.00 per month each, effective January 14, 1913.

3. The President was authorized to appoint a delegate to attend the Commemoration of the Twenty-fifth Anniversary of the Foundation of the College of Women of Western Reserve University, June 10th and 11th.

4. An appropriation of \$50.00 was made for the services of Robert C. Kaiser for instruction in the Winter Course in Dairying.

5. A request of Mr. Robert Gilchrist, desiring to lease privileges on the University campus for an open air moving picture exhibition during the summer, was declined.

6. The President presented, without recommendation, a resolution passed by the University Faculty concerning the furnishing of the Women's Union in Orton Hall. No action was taken.

7. The following reports from the College of Law concerning the requirements for the degrees of Bachelor of Laws and Juris Doctor, were approved:

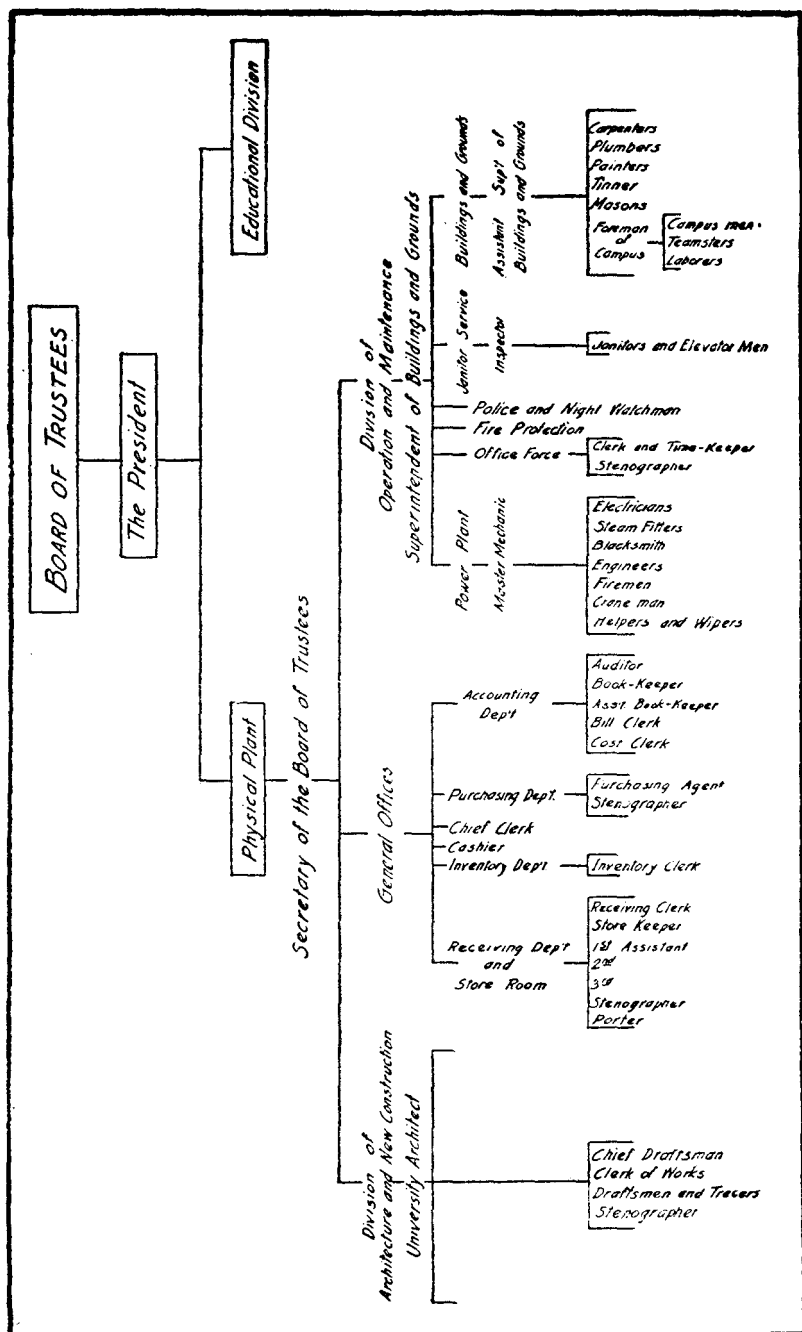
"The degree of Bachelor of Laws (LL.B.) will be conferred on all who, being at least twenty-one years of age and having met the requirements necessary for entrance for a degree, pass satisfactorily the examinations at the close of the third year, after having done at least that year's work in the

College of Law at the University; or upon all who having the requirements for admission to the course leading to a certificate, have completed the course in law with merit in at least fifty semester hours and have been in attendance at this College of Law during the entire last two years of the course, and have taken at least fifty-six semester hours in such last two years."

"The Degree of Juris Doctor (J. D.) will be conferred on all who, being at least twenty-one years of age and having the degree of Bachelor of Arts or an equivalent degree from an approved college or university, have completed the course in law with merit in at least 42 semester hours, and have been in attendance at this College of Law during the entire last two years of the course, and have taken at least fifty-six semester hours in such last two years."

8. The President reported that, pursuant to authority granted by the Board for a reorganization of the Physical Plant, the following organization was put into effect November 1, 1912, that it has now been tried for a sufficient length of time to warrant its permanent approval, and therefore he recommended its adoption by the Board of Trustees at this time.

On motion, said recommendation was approved, and the following organization was authorized as of November 1, 1912:



THE SECRETARY OF THE BOARD OF TRUSTEES

A. As Secretary of the Board of Trustees his duties shall be as prescribed in the Rules and Regulations of the Board of Trustees, and in all these matters he shall be responsible to the Board of Trustees.

B. As Secretary of the Physical Plant his duties shall be as prescribed below, and in all these matters he shall be responsible to the President of the University.

The duties of the Secretary, as Secretary of the Physical Plant shall be as follows:

1. He shall receive his orders and instructions from the President.
2. He shall report on all matters direct to the President.
3. In the absence of the President, the responsibility of all matters relating to the Physical plant shall rest with the Secretary.

The Physical Plant shall be understood to cover the following:

A—The Division of Architecture and Construction and its various subdivisions, as outlined in the rules and regulations prescribed for this division and its subdivisions.

B—The Division of Operation and Maintenance and its various subdivisions, as outlined in the rules and regulations prescribed for this division and subdivisions.

C—The Subdivision of Stores, as outlined in the rules and regulations prescribed for this subdivision.

4. He shall receive all recommendations from Heads of Divisions for appointment or dismissal of employees in their respective divisions, and shall transmit them, with his written approval or disapproval, to the President of the University for his consideration and action.
5. He shall receive all reports, of whatever nature, from the Heads of the Divisions, and such reports as should be called to the attention of the President shall be promptly transmitted to the President. All other reports shall be filed in the office of the Secretary.
6. He shall submit to the President (on Form 347) a weekly report on the conditions of all jobs and projects which have been ordered through his office, said report to show the date order was placed, date completed, estimated cost of the improvement and its actual cost.
7. He shall keep an accurate and complete cost system of all repairs, alterations and betterments ordered through his office.

SUPERINTENDENT OF BUILDINGS AND GROUNDS

In charge of Division of Operation and Maintenance.

1. The Superintendent of Buildings and Grounds shall be responsible to the President of the University.
2. He shall receive his orders and instructions from the President of the University through the Secretary.
3. He shall report on all matters direct to the Secretary.
4. In the absence of the President, he shall be responsible to and receive orders from the Secretary.

5. He shall have full charge of and be responsible for the Light, Heat and Power Plant.

The Light, Heat and Power Plant shall be understood to cover the engine rooms, the boiler rooms, the coal handling plant, (including locomotive crane) the railway spur, the tunnels, all gas mains, all water mains, all sewers, all conduits, all overhead lines, and the distribution of the various services and utilities to the various buildings.

The distribution of electric current for lighting covers all wires, conduits and apparatus from the switchboard to and including the terminals in the buildings or on the campus, which terminals are understood to be the bulbs or lamps.

The distribution of hot water and steam for heating purposes, covers all main lines from boiler room and engine room to and including the terminals in the various buildings, which terminals are understood to be the radiators or hot blast coils.

The distribution of gas for heating purposes, covers all main lines, either in the ground or tunnels, to and including the terminals of whatever kind in the various buildings.

The distribution of power covers all mains, conduits and apparatus from the switchboard to and including the various motors wherever located.

The distribution of compressed air from the Power House to the various buildings served, covers all piping and apparatus from the compressors in engine room to and including the various terminals.

The distribution of water service through the grounds, tunnels and buildings, covers all mains, branches and water piping, and all fixtures of every description attached to the water service lines.

6. He shall be responsible for the general condition of all buildings located on the University grounds, or under the control of the Board of Trustees.

The general condition of all buildings shall be understood to cover:

A—Cleanliness

B—Sanitary condition

C—Structural condition

D—Ventilation and temperature conditions

E—Fire protection (to be organized later)

The conditions of cleanliness is covered by the duties of the Inspector of Janitors, and of the Janitors, as given in the detailed rules and regulations for those employees.

The sanitary condition of the buildings cover all toilet rooms, with their various fixtures, soil, waste and vent pipes and lockers.

The structural condition of the buildings refers to the general condition of the buildings as to repairs, inside or outside, and and all requests for repairs of whatever kind shall originate in the office of the *Superintendent of Buildings*, and by him be transmitted to the Secretary.

The ventilation and temperature condition of the buildings refers to the enforcement of the rules and regulations as prescribed for the Janitor.

The police and night watch service shall be as detailed in the rules and regulations of those employees.

7. He shall have charge of and be responsible for
- A—The execution of repairs, betterments or alterations to buildings, as have been regularly ordered by the Secretary.
 - B—The construction of all equipment or furniture, as has been regularly ordered by the Secretary.
8. He shall have charge of and be responsible for the general condition of the roads and grounds, and the execution of all repairs and improvements regularly ordered by the Secretary.
- He shall advise with the Professor of Horticulture as to the care and trimming of all the trees and shrubs.

The general condition of roads and grounds shall be understood to cover

- A—Roads and drives
- B—Pavements and cinders paths
- C—All planting
- D—Campus (not including farm lands)

The condition of roads and drives covers the repair, upkeep and cleaning of existing roads and drives.

The condition of pavements and cinder paths covers the same lines as prescribed for roads and drives.

The condition of planting covers the care of all trees shrubs flowers and hedges now on the campus, including the University woods. It also covers all future planting as may be regularly ordered.

The condition of the campus covers the general upkeep of the grounds, the mowing of the grass, the cleaning of the Spring and Lake, the removal of all rubbish from the grounds, also the removal of all rubbish and refuse from the buildings.

9. He shall be responsible for the police and night watch service.
10. He shall be responsible for the fire protection.
11. In order to properly enforce the rules and regulations prescribed for the employees in the Division of Operation and Maintenance, the *Superintendent of Buildings and Grounds* shall have power to transfer employees from one building to another, or to a different position in his division; he shall also have power to recommend to the Secretary the dismissal of any employee of the division, the said recommendation to be made in writing, giving cause for same.
- All applications for employment in the Division of Operation and Maintenance shall be filed in the office of the *Superintendent of Buildings and Grounds*, and when a vacancy occurs and a new appointment is necessary, the Superintendent of Buildings and Grounds shall submit his recommendation in writing to the Secretary, together with proper credentials of the person recommended.
12. The list of employees in the Division of Operation and Maintenance shall be as follows:

CLERK AND TIME KEEPER

Subdivision of Power Plant—

- A—Master Mechanic
- B—Engineers
- C—Firemen
- D—Blacksmith
- E—Crane Man
- F—Helpers and Wipers
- G—Ash Wheelers
- H—Steam Fitters
- I—Electricians

Subdivision of Buildings and Grounds—

- A—Assistant Supt. of Buildings and Grounds
- B—Carpenter
- C—Plumber
- D—Painter
- E—Tinner
- F—Masons
- G—Foreman of Campus
- H—Campus Men
- I—Campus Teamster
- J—Laborers

Subdivisions of Police and Watchmen—

- A—Day Policeman
- B—Night Watchman

Subdivision of Fire Protection—

- A—To be organized later

Subdivision of Janitors—

- A—Inspector of Janitors
- B—Janitors

ASSISTANT SUPERINTENDENT OF BUILDINGS AND GROUNDS

1. The Assistant Superintendent of Buildings and Grounds shall be responsible to the Superintendent of Buildings and Grounds.
2. He shall receive his orders and instructions from the Superintendent of Buildings and Grounds.
3. He shall report on all matters direct to the Superintendent of Buildings and Grounds.
4. He shall have charge of and be responsible for the service of the following employees: Carpenters, Plumbers, Painters, Tanners, Masons and Foreman of the Campus.
5. He shall see that orders issued by the Superintendent of Buildings and Grounds are properly distributed and promptly executed.
6. He shall keep the Superintendent of Buildings and Grounds informed as to the progress of orders.
7. He shall perform such other duties as may be assigned from time to time by the Superintendent of Buildings and Grounds.

8. In the absence of the Superintendent of Buildings and Grounds, he shall receive his orders from and report to the Secretary.
9. In the absence of the Superintendent of Buildings and Grounds, the Inspector of Janitors shall be responsible to and receive orders from the Assistant Superintendent of Buildings and Grounds.

UNIVERSITY CARPENTERS, PAINTERS, PLUMBERS AND TINNERS

1. University Carpenters, Painters, Plumbers and Tinnners shall be responsible to the Assistant Superintendent of Buildings and Grounds.
2. They shall receive all of their orders for work to be done from the Assistant Superintendent of Buildings and Grounds.
3. They shall report on all matters direct to the Assistant Superintendent of Buildings and Grounds.
4. They shall confine their work to orders issued by the Assistant Superintendent of Buildings and Grounds.
They shall keep accurate account of all time spent on each job ordered.
6. Each employee shall make up his own time check, using a separate check for each job.
7. They shall keep an accurate account of all material used on each job.
8. Time check shall be left at the close of each day's work with the University Time Keeper.
9. Requisitions for supplies needed shall be given to the Assistant Superintendent of Buildings and Grounds.
10. The University Plumber, in addition to his regular duties, shall inspect all fire equipment, as designated in the regulations for Fire Protection.

FOREMAN OF CAMPUS

1. The Foreman of Campus shall be responsible to the Assistant Superintendent of Buildings and Grounds.
2. He shall receive his orders and instructions from and report to the Assistant Superintendent of Buildings and Grounds.
3. He shall have charge of and be responsible for the services of the following employees: campus men, teamsters and laborers.
4. He shall see that orders issued by the Assistant Superintendent of Buildings and Grounds are promptly executed.
5. In the absence of the Assistant Superintendent of Buildings and Grounds he shall receive his orders from and report to the Superintendent of Buildings and Grounds.
6. He shall also perform any other duties which may be assigned from time to time by the Assistant Superintendent of Buildings and Grounds.

CAMPUS MEN, TEAMSTERS AND LABORERS

1. The Campus men, teamsters and laborers shall be responsible to the Foreman of the Campus.

2. They shall receive their orders and instructions from the Foreman of the Campus.
3. They shall confine their work to the orders assigned to them by the Foreman of the Campus.
4. They shall hand in their time checks each night to the University Time Keeper.
5. The teamster shall follow the schedule as prescribed by the Assistant Superintendent of Buildings and Grounds for the daily collection of refuse and rubbish from the buildings and grounds, and shall haul the same to such places as may be designated.

INSPECTOR OF JANITORS

1. The Inspector of Janitors shall be responsible to the Superintendent of Buildings and Grounds.
2. He shall receive his orders and instructions from the Superintendent of Buildings and Grounds.
3. He shall report on all matters direct to the Superintendent of Buildings and Grounds.
4. He shall satisfy himself that all Janitors are on duty each day during the hours to which they have been assigned.
5. He shall report at once all repairs needed, to the Superintendent of Buildings and Grounds.
6. He shall thoroughly inspect each building at least twice each week.
7. He shall report to the Superintendent of Buildings and Grounds at the end of each inspection trip.
 - A—The buildings inspected.
 - B—Their condition as to cleanliness.
 - C—As to the manner in which the several janitors are carrying out their instructions.
8. He shall also perform any other duties which may be assigned from time to time by the Superintendent of Buildings and Grounds.
9. In the absence of the Superintendent of Buildings and Grounds, he shall be responsible to and receive his orders from the Assistant Superintendent of Buildings and Grounds.

JANITORS

1. Each janitor shall report for duty at 7 A. M. and remain on duty until 5 P. M., with a reasonable length of time allowed for luncheon, (which will be arranged by the Superintendent of Buildings and Grounds). Janitors will not leave their buildings during the day except as it is necessary to do so in the proper discharge of their duties; and shall not leave the grounds without permission of the Superintendent of Buildings and Grounds.
2. Janitors are responsible to the Superintendent of Buildings and Grounds, and will receive their specific instructions from the Superintendent of Buildings and Grounds through the Inspector of Janitors.

3. Janitors will be held responsible for keeping their buildings in clean, presentable condition, and for the performance of such duties as are ordinarily assigned to janitors, which duties are more particularly described as follows:
- A—To see that each room in his building is thoroughly cleaned each day.
 - B—In winter time the janitor shall clean the snow from the steps, porches and immediate approaches to the various entrances of the building.
 - C—At all times of the year he shall see that the steps, porches and immediate approaches to his building are clean.
 - D—The windows in the buildings shall be kept as clean as it is possible to keep them under weather conditions. Special orders will be issued from time to time by the Superintendent of Buildings and Grounds covering this matter.
 - E—All halls shall be thoroughly mopped at least once each week, (using a germicidal solution which will be provided) or more often if directed.
 - F—All class room floors shall be thoroughly mopped at least once a month, using germicidal solution.
 - G—All base boards in hall shall be thoroughly washed once a week, and base boards in recitation rooms shall be thoroughly washed once a month, using germicidal solution.
 - H—The walls shall be cleaned down at least once each month in all halls, lecture rooms and laboratories.
 - I—Each blackboard shall be washed once each week with a clean rag and cold water, unless ordered to contrary by notice on the board.
 - J—Each floor shall be swept daily, first having been sprinkled with an approved no-dust preparation which will be provided.
 - K—After sweeping, all chairs and furniture in the room shall be carefully dusted with cheese-cloth.
 - L—The tablet arms of class room chairs shall be washed thoroughly four times each year, using germicidal solution in the water.
 - M—All lavatories, water-closets, bowls and urinals shall be thoroughly cleaned each day with a germicidal solution. All water-closet partitions shall be thoroughly cleaned once a week.
 - N—All offices shall be thoroughly cleaned each day, floor mopped weekly, and the windows cleaned as often as is necessary, or the weather will permit.
 - O—the outside temperature will permit, janitors shall, on coming on duty in the morning, open the outside doors and enough windows to cause a circulation of fresh air through the building.
 - P—At least once during the morning, at noon and at 2 p. m., the doors and windows are to be opened as in previous section.

Q—During the winter season, janitors will be expected to observe the thermometers in the various rooms in the building several times each day and shall keep the temperature at or as near 70° as is possible.

R—Each janitor shall keep the copper sign on the front of his building brightly polished, being careful to keep the cleaning substance from the brick work.

S—Each janitor shall carefully drain all acids from jars before emptying the contents in the containers provided.

T—Janitors shall not burn waste paper, boxes or other refuse in or about the building, but shall deposit the same daily in containers provided for that purpose. The refuse will be collected by the wagon each morning.

U—All janitors shall leave their keys in the key closet, before leaving the building in the evening.

V—All requests for supplies shall be given to the Inspector when he visits the building.

W—Janitors shall wear, while on duty, the regulation cap, badge and uniform provided by the University.

X—Janitors shall also perform any other duties which may be assigned from time to time by the Superintendent of Buildings and Grounds.

ELEVATOR MEN

1. The Elevator Men shall be responsible to the Inspector of Janitors.
2. They shall receive their orders and instructions from the Inspector of Janitors, and shall report on all matters direct to the Inspector of Janitors.
3. The elevator man shall have charge of the elevator to which he has been assigned.
4. He shall keep the elevator machinery and cables thoroughly oiled, the cab clean, and shall advise the Inspector of Janitors of all repairs needed for his elevator.
5. He shall handle his elevator carefully, at all times looking to the safety and welfare of his passengers.
6. Before leaving at the close of the day's work, he shall see that the main switch to the motor is open and that everything about the elevator is left in a safe condition.

DAY POLICEMAN AND NIGHT WATCHMEN

1. The Day Policeman and Night Watchmen shall be responsible to the Superintendent of Buildings and Grounds.
2. They shall receive their orders and instructions from the Superintendent of Buildings and grounds.
3. They shall report on all matters direct to the Superintendent of Buildings and grounds.
4. In cases of emergency, requiring immediate action, they shall report to the quickest available officer of the University.

5. They shall patrol the buildings and grounds in accordance with schedule prescribed by the Superintendent of Buildings and Grounds. In cases of inability to follow the regular schedule, the cause of such inability shall be reported to the Superintendent of Buildings and Grounds at the first opportunity.
6. They shall arrest or take into custody any person or persons violating any of the rules of the Board of Trustees, of the City Ordinances, or of the State laws.
7. They shall make record of the name and address of each person taken into custody or arrested, the same to be filed, together with a brief of the circumstances relating thereto, with the Superintendent of Buildings and Grounds.
8. They shall perform such other duties as may be assigned from time to time by the Superintendent of Buildings and Grounds.
9. They shall at all times be on the lookout for fire, and when passing through buildings shall be on the lookout for burst water or steam pipes. In case of fire the city alarm shall be promptly turned in, and the officers of the University notified by telephone. In case of burst water pipes during the day, report to the Superintendent of Buildings and Grounds, and at night to the engineer in charge at the Power House.

SUBDIVISION FIRE PROTECTION

1. The system of Fire Protection at the University shall cover all fire hose, stand pipes, fire extinguishers, fire cisterns and hydrants connected to water mains.
2. It shall be the duty of the Superintendent of Buildings and Grounds to see that the equipment as listed in Section 1. is at all times in proper working condition. To this end inspection of all such equipment shall be made at stated periods by the University Plumber, acting under the direction of the Superintendent of Buildings and Grounds.
3. All fire hose shall be tested twice each year, in May and November. All stand pipes, valves and hose racks shall be thoroughly inspected at the same time.
4. All fire extinguishers not of the Seagrave Model type, shall be fully recharged once each year, in the month of May.
5. All Seagrave Models shall have a new soda charge once each year, in the month of May.
6. At the time extinguishers are recharged, an examination of the hose, nozzle and case shall also be made.
7. An annual inspection of the general condition of fire cisterns shall also be made.
During the winter season, the covers of fire cisterns and covers of valve boxes shall be cleared of snow and properly salted whenever weather conditions demand.
8. Fire hydrants shall be regularly inspected, during the winter season, to observe any leaks, and if water is found, it must be pumped out at once, and if on second inspection, the same quantity of water is found, this fact should be reported promptly to the Water Works Department

The large wheeled extinguisher shall always be kept in the place provided for it and shall be readily and easily accessible.

10. **In making reports on inspections as above ordered, the Plumber shall use Form No. 361, which report shall be filed with the Superintendent of Buildings and Grounds.**
11. **The Superintendent of Buildings and Grounds shall transmit to the Secretary a summary of the inspection reports as made by the University Plumber, using Form No. 362.**
12. **The Inspector of Janitors, in his bi-weekly inspection of each building, shall satisfy himself that all fire extinguishers are in place and that all fire hose is properly racked or reeled.**

If any of the equipment is found to be out of place or in need of attention, he shall report the fact at once to the Superintendent of Buildings and Grounds.

MASTER MECHANIC

1. **The Master Mechanic shall be responsible to the Superintendent of Buildings and Grounds.**
2. **He shall receive his orders and instructions from the Superintendent of Buildings and Grounds.**
3. **He shall report on all matters direct to the Superintendent of Buildings and Grounds.**
4. **He shall have charge of and be responsible for the services of the following employees: Electricians, Steam-fitters, Blacksmith, Engineers, Firemen, Craneman, Helpers and Wipers.**
5. **He shall see that orders issued by the Superintendent of Buildings and Grounds are properly distributed and promptly executed.**
6. **He shall keep the Superintendent of Buildings and Grounds informed as to the progress of orders.**
7. **He shall perform such other duties as may be assigned from time to time by the Superintendent of Buildings and Grounds.**
8. **In the absence of the Superintendent of Buildings and Grounds, he shall receive his orders from and report to the Secretary.**

ELECTRICIANS, STEAM FITTERS AND BLACKSMITH

1. **The Electricians, Steam Fitters and Blacksmith shall be responsible to the Master Mechanic.**
2. **They shall receive their orders from the Master Mechanic.**
3. **They shall report on all matters direct to the Master Mechanic.**
4. **In the absence of the Master Mechanic, they shall receive their orders from and report to the Superintendent of Buildings and Grounds.**
5. **They shall confine their work to orders issued by the Master Mechanic.**
6. **They shall keep an accurate account of all time and material used on each job.**

7. Each employee will make up his own time check, using a separate check for each job.
8. Time checks shall be left at the close of each day's work with the University Time Keeper.
9. Requisitions for supplies needed shall be given to the Master Mechanic.

ENGINEERS

1. The Engineers shall be responsible to the Master Mechanic.
2. They shall receive their orders and instructions from the Master Mechanic.
3. They shall report on all matters to the Master Mechanic.
4. They shall confine themselves to the duties assigned to them by the Master Mechanic.
5. In the absence of the Master Mechanic, they shall be responsible to and receive their orders from the Superintendent of Buildings and Grounds.
6. The Engineer on watch shall be in charge of and be responsible for all machinery in the engine room and in the pump room, and at night shall have supervision over the fireman and helpers.
7. The Engineers shall perform such other duties as may be assigned from time to time by the Master Mechanic.

FIREMEN

1. The Firemen shall be responsible to the Master Mechanic.
2. They shall receive orders and instructions from the Master Mechanic.
3. They shall report on all matters to the Master Mechanic.
4. They shall confine themselves to the duties assigned to them by the Master Mechanic.
5. In the absence of the Master Mechanic, they shall be responsible to and receive their orders from the Superintendent of Buildings and Grounds.
6. The Firemen on watch at night shall report to the Engineer on watch and take instructions from him.
7. The Firemen shall perform such other duties as may be assigned from time to time by the Master Mechanic.

HELPERS AND WIPERS

1. The Helpers and Wipers shall be responsible to the Master Mechanic.
2. They shall receive orders and instructions from the Master Mechanic.
3. They shall report on all matters to the Master Mechanic.
4. They shall confine themselves to the duties assigned to them by the Master Mechanic.

5. In the absence of the Master Mechanic, they shall be responsible to and receive their orders from the Superintendent of Buildings and Grounds.
6. The Helpers and Wipers on duty at night shall report to the Engineer on watch, and take instructions from him.
7. They shall perform such other duties as may be assigned from time to time by the Master Mechanic.

CRANE MAN

1. The Crane Man shall be responsible to the Master Mechanic.
2. He shall receive his orders and instructions from the Master Mechanic.
3. He shall report on all matters to the Master Mechanic.
4. He shall confine himself to the duties assigned to him by the Master Mechanic.
5. In the absence of the Master Mechanic, he shall be responsible to and receive orders from the Superintendent of Buildings and Grounds.
6. He shall be responsible for the operation and maintenance of the crane and see that all switches, crossings and frogs of the railroad are cleared of ice, snow or dirt.
7. The Crane Man shall perform such other duties as may be assigned from time to time by the Master Mechanic.

THE UNIVERSITY ARCHITECT

In charge of the Division of Architecture and New Construction.

1. The University Architect shall be responsible to the President of the University.
2. He shall receive his orders and instructions from the President through the Secretary.
3. He shall report on all matters direct to the Secretary.
4. In the absence of the President, the University Architect shall be responsible to and receive orders from the Secretary.
5. The University Architect shall have charge of and be responsible for

A—The preparation of plans, specifications and estimates of all new buildings, and the supervision of the construction of the same.

B—The preparation of plans, specifications and estimates of all repairs, betterments, or alterations which shall need plans and specifications to intelligently and efficiently carry them out.

He shall have supervision of all work coming under this head which shall have been let by contract.

C—The preparation of plans, specifications and estimates of all furniture and equipment, which the Secretary may order from time to time.

D—In the preparation of plans and specifications for betterments or alterations of buildings, or for furniture or equipment, as have been regularly ordered by the Secretary, the University Architect shall make detailed drawings covering the work in hand, together with explicit specifications which shall describe the method of carrying on the work and the various materials to be used.

6. He shall have the right to inspect the execution of any or all work in process of construction, for which he has prepared the plans and specifications, and which work is being done by the University employees.

If said plans and specifications are not being properly executed, he shall report his findings in writing to the Superintendent of Buildings, sending a copy thereof to the Secretary.

7. When requested, the University Architect will advise with the Superintendent of Buildings as to

1st—The advisability of making any repair or betterment,

2nd—The execution of necessary repairs or betterments about buildings,

3rd—Safety of any building.

8. Before the location of any building, tunnel, sewer or conduit is made, the Superintendent of Buildings and Grounds shall be advised, in order that he may know in advance what disposition to make of any planting which might be on the site, or lines to be excavated, and what disposition to make of all excess dirt.
9. The University Architect, in conjunction with the Professor of Horticulture, shall prepare such planting schemes for the campus as may be regularly ordered.

He shall also prepare plans and specifications for new walks and roads.

10. Before preparing any new planting schemes, the University Architect shall consult the Superintendent of Buildings and Grounds, so as to avoid planting objectionable trees, etc. directly over any service lines, tunnels or sewers.
11. The University Architect shall make a thorough inspection of each building on the campus once during each fiscal year, and shall submit a written report on his findings to the Secretary; a copy of said report shall at the same time be sent to the Superintendent of Buildings.
12. In order to properly enforce the rules and regulations for the employees for the Division of Architecture and New Construction, the University Architect shall have power to transfer employees from one position to another in his Division; he shall also have power to recommend to the Secretary the dismissal of any employee of the division, the said recommendation to be in writing, giving cause for same.

All applications for employment in the Division of Architecture and New Construction shall be filed in the office of the University Architect, and when a vacancy occurs and a new appoint-

ment is necessary, the University Architect shall submit his recommendations to the Secretary, together with proper credentials of the person recommended.

13. The list of employees in the Division of Architecture and New Construction shall be as follows:

A—Chief Draftsman
B—Clerk of Works
C—Draftsman
D—Tracers
E—Stenographer

RECEIVING DEPARTMENT

1. The Receiving Department and Stores will be in charge of the Receiving Clerk.
2. The Receiving Clerk shall be responsible to the Secretary.
3. He shall receive his orders and instructions from the Secretary, and shall report on all matters direct to the Secretary.
4. Two stores shall be maintained: the one at the Chemistry Building, and known as Store No. 1, to handle exclusively laboratory supplies or supplies for educational purposes. All other supplies such as stationery, cleaning supplies, hardware, lumber, pipe fittings, lamps, electrical supplies, etc., shall be kept in Store No. 2.
The amount and kind of stock to be carried on hand shall be determined by the Purchasing Agent and the Receiving Clerk from an examination of the records. Wherever conditions warrant, purchases shall be made in such quantities as to secure best jobbers' prices.
5. All articles purchased by the University shall be delivered to the Receiving Department.
6. All express and freight shall be delivered to the Receiving Department.
7. All packages, (except books for the library) shall be promptly opened by the Receiving Clerk and each item shall be checked as to quantity and quality with the copy of the order received from the Purchasing Department. Before certifying to the receipt of goods as to quality the Receiving Clerk shall satisfy himself that the articles received are as specified on the order, and when necessary, shall consult the party making requisition; or shall submit the articles to tests or analyses.
8. In checking goods the special Form No. 355 shall be used, which form as soon as certified to, shall be promptly sent to the Secretary's office.
9. After goods have been accepted by the Receiving Clerk, they shall be delivered promptly to the department making requisition; or, if ordered for stores, they shall be placed promptly in their respective locations in stock, and the Store Clerk shall make proper entries on the stock ledger cards—Form No. 356.
10. Persons expecting donations to the University from any source, should advise the Receiving Clerk at once, in order that proper delivery of the gift may be made after its receipt by the Receiving Clerk.

11. When a consignment of goods is received and cannot be accepted, the Receiving Clerk shall notify the Purchasing Agent at once, using Form No. 360 and giving the reasons therefor.
12. All shortages in packages shall be called to the attention of the Purchasing Agent on Form No. 358.
13. In case of shortage in number of packages received from the transportation companies, the Receiving Clerk shall so note on the delivery sheet, and he shall follow up the shortage at once by tracer.
14. The Receiving Clerk shall be supplied with a copy of each order issued by the Purchasing Agent, on which shall be stated the approximate date of delivery.
15. The Receiving Clerk shall note the time of completion of orders and in cases where delivery is not being made as per schedule, he shall advise the Purchasing Agent.
16. Goods will be issued from the stores only on properly signed orders—Form No. 359. After the order has been filled, the item shall be properly entered on the stock card.
17. Filled order blanks—Form No. 359—shall be sent to the Secretary's office daily.
18. The stock cards—Form No. 356—shall be a perpetual inventory and shall show at all times the amount of stock on hand; the amount sold and to what department or job; the selling price per unit, and the location of the item in the stores.
19. All discarded valves, fittings or articles made of copper, brass or lead, shall be turned into the stores for immediate credit as soon as the repair job is completed. All worn or old material, such as hardware, lumber, iron pipe and fittings, doors, casings, etc., as well as old or worn equipment or apparatus, shall be sent to the stores and there listed by the Receiving Clerk. A copy of these lists shall be sent to the heads of departments, in order that all may have an opportunity to have the articles, if needed, transferred to their department for use.

If no demand is found for any of the items, then the Receiving Clerk, upon the approval of the Secretary, shall scrap such material or equipment and sell the same, the proceeds to go to the credit of the department from which the item came.

20. Excess material purchased from the stores and not needed in the job, or defective material purchased, shall be returned to the stores, and proper credit will be given for such returns.

Credit slips—Form No. 357—must be sent to the Secretary's office daily.

21. The employees of the Receiving Department shall be responsible to the Receiving Clerk.

The employees shall be

A—In Store No. 1:

1. Store-keeper
2. Assistant Store-keeper
3. Book-keeper

B—In Store No. 2:

1. Checking Clerk
2. Delivery Man
3. Store Clerk

A porter to divide his time between both stores.

REGULATIONS GOVERNING THE DAILY TIME OF EMPLOYERS

A—The registering time clock located in the office of the Superintendent of Buildings and Grounds is to be used by the following employees:

1. Inspector of Janitors
2. Janitors
3. Plumbers
4. Steam Fitters
5. Electricians
6. Carpenters
7. Painters
8. Blacksmiths
9. Tinnerns
10. Cranemen
11. Wipers and Helpers
12. Ashmen
13. Engineers
14. Firemen
15. Campus men
16. Special Mechanics and Laborers

B—Each employee shall register in ample time to be at place designated for his day's work at the hour prescribed for each employee, and work shall start promptly at said hour.

C—Employees will be expected to work full hours and not leave their place of work before the hour of quitting, as stated in the above mentioned regulations.

D—Employees desiring to be absent any part of the day, shall first secure permission from the head of the division, and shall register accordingly.

E—Employees will be required to observe exactness in taking the noon hour, the same as in beginning and ending the day's work.

F—Each employee shall ring in his own time, and no employee will be permitted to ring time of any other employee.

The President reported that the following changes in title and readjustment of salaries were made at the time the above organization was put into effect, and recommended that they now be authorized by the Trustees.

On motion the following titles and salaries, effective as of November 1, 1912, were authorized:

	Basis per year
William C. McCracken, Superintendent of Buildings and Grounds.....	\$2,400 00
J. P. Covan, Master Mechanic.....	1,440 00
F. H. Beck, Electrician.....	960 00
G. B. Woodrow, Foreman of Campus	1,080 00
Warren B. Booth, Assistant Superintendent of Buildings and Grounds.....	1,350 00
Electrician.....	780 00

9. The following appropriations were made:

Domestic Science.....	\$ 350 00
Engineering Lecture Course.....	75 00
Incidentals.....	6,500 00
Botany.....	100 00
Industrial Arts	500 00
Mechanical Engineering.....	200 00
Physical Education.....	225 00
Animal Husbandry—	
Current Expense.....	1,600 00
Feed.....	500 00
Labor.....	2,250 00
Supplies.....	350 00
Dairying	
Labor.....	1,000 00
Supplies.....	7,000 00
Horticulture	
Labor.....	475 00
Supplies.....	500 00
Rural Economics—	
Current Expense.....	500 00
Feed.....	150 00
Labor.....	2,500 00
Supplies.....	500 00
Fortieth Reunion.....	4,000 00
Janitor (Ben Lewis).....	200 00
Agronomy (W. E. McCoy-salary).....	200 00
Physical Plant reorganization as of November 1, 1912..	2,415 53
Total	\$32,090 53

10. The following balances were canceled:

Animal Husbandry.....	\$800 00
Agronomy	600 00
Chemistry.....	350 00
Civil Engineering.....	100 00
Horticulture.....	300 00
Rural Economics.....	420 00
Heat, Power and Light (Standley).....	850 00
Janitor—Library.....	325 00
Janitor—Physics Building.....	300 00
Janitor—Library.....	145 00
College of Engineering—stenographer	50 00
Physics Building—stenographer.....	125 00
University Hall—stenographer.....	600 00
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	\$4,965 00

11. \$472.50 in the Library salary fund was canceled and an appropriation of \$460.00 was made for Current Expense for the Library.

12. The President reported a gift from Mr. M. D. Monsarrat of the Sunday Creek Coal Company of two hundred and fifty copies of the Proceedings and Transactions of the American Society of Civil Engineers subsequent to 1895, said gift was accepted and the President was directed to make suitable acknowledgement therefor.

13. The President submitted the following report of the Joint Committee concerning the proposed High School Building on the University campus, with the recommendation that it be taken up for consideration at the convenience of the Board:

COLUMBUS, OHIO, December 16, 1912.

To the Trustees Ohio State University, and Board of Education.

GENTLEMEN:

The following report is submitted in accordance with the action of the Joint Committee—the Trustees of the University and the Board of Education, consisting of the following Trustees; Messrs. Stone, Corson and Sears, and Messrs. Means and Herbst of the Building Committee of the Board of Education. There were also present at the same time, Professor Bradford of the University, King G. Thompson, President of the Board of Education, Superintendent Shawan and Architect Riebel.

It was mutually agreed.

- 1—That the Board of Education be permitted to erect a high school building on the University campus, at the corner of High Street and Eleventh Avenue.
- 2—That the exact location of this building with respect to these streets shall be determined by the Architects of the University and the Board of Education.
- 3—That the ground plans of said building shall cover approximately four hundred by two hundred and fifty (400x250) feet, and in the matter of style and materials shall conform to the general scheme of the University campus and architecture, and be in harmony therewith.
- 4—That ample room for a play-ground such as a model school should have, to be determined when the final agreement between the respective Board is drawn.
- 5—That the privileges now granted the College of Education for observation and practice shall be continued, not only in this school, but in other high schools of the city—provided that the regular teacher shall at all times be in charge of the school.
- 6—That opportunity be given the College of Education to do experimental and research work to be approved by the Superintendent of Schools, and without cost to the Board of Education.
- 7—That said High School shall be under the control of the Board of Education as provided by law.

8—That heat for said building shall be furnished from the central plant of the University—the extension from the Union building (the point farthest south from the heating plant) to be paid for by the Board of Education; it is further agreed and understood that the current for lighting and power purposes shall be furnished from the central plant of the University. The cost for both heating and electricity to be fixed by the University Trustees on the basis of cost to the University— depreciation and investment considered.

Respectfully submitted,

CARL E. STERR,

Secy. Trustees. O. S. U

EDW. B. MACFADDEN,

Clerk Board of Education.—

14. The President submitted the following report from the Joint Committee concerning the question of connecting the Archaeological Building with the University Power Plant, and the same was approved.

COLUMBUS, OHIO, December 18, 1912.

To The Board of Trustees:

In accordance with instructions received from the Trustees September 26, 1911, the following report is respectfully submitted.

On November 12, 1912, E. O. Randall, L. P. Shaus and W. C. Mills, representing the Ohio State Archaeological and Historical Society, met with your committee and considered the question of connecting up the Archaeological Museum Building with the University Power Plant.

The following conclusions were reached:

1. It is desirable to secure the heating, lighting and power service from the central plant of the University.
2. Connection should be made by tunnel between the new building and the tunnel now passing to Biological Building.
3. This tunnel should be built, equipped, and under the control of the University.
4. The University should deliver the above service to the inside wall of the building, where proper meters will be placed by the University.
5. All service lines and equipments inside of the building, except the meters, shall be furnished by and under the control of the Ohio State Archaeological and Historical Society.
6. The Ohio State Archaeological and Historical Society shall pay the University for its light, heat and power service. The rates for such service shall be fixed from time to time by the University and shall be determined upon the cost to the University.

The rates for the present shall be—

For Heating:

1. By direct radiation 25¢ per square foot.
2. By indirect radiation 35¢ per square foot.

For Power and Lighting:

Electric current for light and power 3¢ per kilowatt hour.

15. The President reported that the 80th General Assembly at its session recently adjourned, passed the following bills affecting the University, namely:

Senate Bill No. 120 by Senator E. G. Lloyd. To authorize and empower the Trustees of the Ohio State University to establish and maintain in the State University a College of Medicine and a College of Dentistry.

Senate bill No. 152 by Senator Hudson. A bill to establish an Engineering Experiment Station at the Ohio State University.

Senate Bill No. 191 by Senator Lloyd. A bill authorizing the Board of Trustees of the Ohio State University to establish a University Extension Department.

Senate Bill No. 237 by Senator Mooney. To permit the alumni of the Ohio State University to present to the State a building or buildings to be used as dormitories in connection with said University and to authorize the Trustees of the Ohio State University to enter into contract for such purposes.

16. The President reported that the 80th General Assembly made the following appropriations for the year 1913:

Equipment of Power House.....	\$15,000 00
Equipment Library Building.....	10,000 00
Uses and purposes of Library.....	15,000 00
Extension hot water heating system.....	16,475 00
Coal and Gas.....	25,000 00
Repairs, Upkeep buildings, grounds.....	27,500 00
Water rates.....	7,000 00
General budget.....	30,630 00
Apparatus and equipment—	
College of Veterinary medicine.....	5,000 00
College of Arts.....	825 00
College of Agriculture.....	10,000 00
College of Engineering.....	7,000 00
Horticulture and Forestry Building (cost not to exceed \$150,000.00).....	75,000 00
Botany and Zoology Building (balance).....	75,000 00
Remodeling Page Hall—account of Archaeology...	4,000 00
Remodeling Orton Hall—account of Library.....	2,000 00
Incinerators for disposal of garbage.....	1,000 00
Motor truck—electric.....	2,500 00
New roads.....	1,000 00
Sidewalks.....	2,000 00
Fire Protection.....	2,500 00
Official milk testing for advanced registry in co-operation with dairymen.....	2,000 00
New roof on gymnasium.....	2,000 00
Tunnel to Archaeological Museum.....	7,800 00
Summer Session.....	10,000 00
Store Room and Receiving Department Building...	11,000 00
Winter Course in Highway Engineering.....	1,000 00
Agricultural Extension work.....	35,000 00
Repair of flood damage to railway.....	6,160 00
Emergency labor on farm due to flood.....	300 00
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	\$409,690 00

Included in the above items is \$139,800.00 which was appropriated in the partial appropriation bill as already shown in the minutes under date of March 5, 1913.

Upon the President's recommendation, it was ordered that in accordance with the Rules of the Board of Trustees the several departments interested be required to present plans for the expenditure of the appropriations for the coming year, and the Secretary was directed to notify the departments of these appropriations and this request.

17. The President reported that he had ordered work begun on the repairs to the railroad on account of damage caused by the flood, and requested authority of the Board to complete the repairs in accordance with plans outlined. Such authority was granted.

18. Upon the recommendation of the President, it was ordered that the Secretary enter into a contract with the City Water Department to construct an 8-inch water main for fire protection, at a cost of \$2,966.00, the same to be paid from the Special State Appropriation for fire protection.

19. The University Architect was directed to prepare, for the approval of the Board, plans and specifications for a new roof on the gymnasium, as provided for by the appropriation of the legislature.

20. The Purchasing Department was directed to submit specifications and prices for a one-ton electric motor truck, to be paid for from the appropriation made by the legislature for that purpose.

21. The President was authorized to proceed with the repairs and remodeling of Orton Hall, in accordance with the appropriation made by the legislature.

22. The University Architect was directed to prepare, for the approval of the Board, a report of what changes, if any, should be made in Page Hall, said changes to be within the appropriation made by the legislature.

23. The President reported a gift from Professor W. H. Siebert of \$100.00 and \$100.00 from Mr. John Siebert continuing the annual gifts to the Siebert Library of German History. It was ordered that suitable acknowledgment be made of these gifts.

24. The University Architect was directed to submit plans and recommendations for the approval of the Board, covering the improvements of roads and sidewalks on the east side of the campus, including improvements already begun.

25. The President reported the case of a student, Jacob Perla, who came to the University from Brooklyn, N. Y., seemingly under a misapprehension. Mr. Perla presented two checks in payment of his fees, but upon finding that his credits were not what he expected, he left the University and stopped payment on the checks which were protested. The University has been unable to get any response from Mr. Jacob Perla or his father, and on the recommendation of the President, it was ordered that \$26.39 be appropriated to cover charge for fees in this case.

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The Secretary reported that at twelve o'clock noon, in accordance with advertisement, the following bids had been opened, publicly read and referred to the University Architect for examination and report:

TUNNEL TO ARCHAEOLOGICAL MUSEUM BUILDING

E. A. Patterson.....	\$ 7,580 00
M. P. Streett.....	6,888 00

BOTANY AND ZOOLOGY BUILDING

Heating and Ventilating—

New York Blower Company.....	\$16,955 00
The Samuel A. Esswein Heating and Plumbing Co.	12,672 00
The Huffman-Conklin Company.....	11,894 00
The Wm. H. Conklin Co.....	11,499 00
Fitzpatrick & Hoepfner.....	11,967 00
Evans, Almirall & Co.....	14,152 00

Plumbing and Sewer—

The Samuel A. Esswein Heating and Plumbing Co.	6,445 00
The Huffman-Conklin Co.....	6,200 00
The Wm. H. Conklin Co.....	5,477 00
Fitzpatrick & Hoepfner.....	6,530 00

Greenhouse and Insectary—

Lord & Burnham Co.....	17,200 00
Dawson Construction Company.....	17,500 00

The following bids were received for Underfeed Stokers, and referred to Mr. Wm. C. McCracken for examination and report:

TWO AUTOMATIC UNDERFEED STOKERS

The Underfeed Stoker Co. of America.....	\$ 6,407 00
American Engineering Company.....	4,385 00

The Secretary presented the report from the University Architect on the bids received for the Insectary and Greenhouse, showing that the bids received were above the Architect's estimate, and upon his recommendation all bids were rejected.

On motion, the Lord & Burnham Company of Chicago, was commissioned to prepare plans and specifications for Greenhouse and Insectary, said plans to arrange for the construction of the Greenhouse by units, the cost of the first unit not to exceed \$8,000 00, the commission to be paid the Lord & Burnham Company for this work to be five per cent of the contract price.

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The University Architect presented the preliminary plans for a building for the departments of Horticulture and Forestry. After explaining the same, the plans were duly approved by the Board, and the Architect was instructed to prepare completed and finished drawings, specifications and estimates and present the same to the Board at its next meeting.

On motion, it was agreed that the building should be located on the site of the present building, as shown on the site plan and preliminary drawings.

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The University Architect presented the preliminary plans for the men's dormitories. The same were approved by the Board, and it was agreed that the site should be as shown on the preliminary drawings.

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On motion of Mr. Pomerene, it was ordered that a committee be appointed to meet with a like committee from the Ohio State University Association to prepare a contract to be presented to the Board for approval, covering the construction of dormitories on the campus by the Ohio State University Association in accordance with the provisions of Senate Bill 237 by Mr. Mooney passed by the 80th General Assembly.

The President, Mr. Pomerene and Mr. Sears were appointed on this committee.

* * * * *

The University Architect presented plans, specifications and estimates for two tunnels, one from the new Library Building to the site of the proposed Horticulture and Forestry Building, at an estimated cost of \$6,092.00; the other from the Power House to connect with the tunnel at the English Building, at an estimated cost of \$3,670.00. After examination, said plans, specifications and estimates were approved, and the Secretary was directed to present the same to the State Building Commission for its approval, and if approved by it, then the Secretary was directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing materials and performing the labor necessary for the construction of said tunnels.

Upon the recommendation of Mr. McCracken, the contract for the two Automatic Underfeed Stokers was awarded to the American Engineering Company, Philadelphia, Pa., at their bid of \$4,385.00, and the Secretary was directed to enter into proper contract therefor.

* * * * *

Upon the recommendation of the University Architect, the contract for the tunnel to the Archaeological Building was awarded to Mr. M. P. Streett, at his bid of \$6,888.00, and the Secretary was directed to enter into contract with Mr. Streett for the construction of said tunnel.

* * * * *

Upon the recommendation of the University Architect, the contract for the Heating, Ventilating, Plumbing, Gas-fitting and Sewer for the Botany and Zoology Building was awarded to The Wm. H. Conklin Company, at their bid of \$16,976.00.

It was further ordered, upon the recommendation of the University Architect, that the alternate bids offered by The Wm. H. Conklin Company, be accepted namely:

To adopt a Carrier Air Washer at an added cost of....	\$250 00
Carrier Air Washer made of Ingot iron add.....	90 00
Humid Air Control add.....	550 00
Deduct by installing wall radiation as one unit per side of wall in place of three or more as shown on plans..	625 00

The additions and reductions covered by these alternates, in accordance with the opinion of the University Architect, will add to the efficiency of the heating and ventilating apparatus and add \$265.00 to the heating contract.

The Secretary was directed to enter into contract with The Wm. H. Conklin Company for the above heating, ventilating, plumbing, gas-fitting and sewer, including alternates, for the Botany and Zoology Building, in the amount of \$17,241.00.

* * * * *

The President presented the following proposal by the Board of Trustees of the Starling-Ohio Medical College, a corporation, to the Board of Trustees of The Ohio State University, dated January 10, 1913:

"The Trustees of the Starling-Ohio Medical College, in pursuance of a resolution by them duly adopted, hereby make the following proposal to the Board of Trustees of The Ohio State University:

On condition of the passage and the taking effect of an Act of the General Assembly of the State of Ohio authorizing and empowering the Board of Trustees of The Ohio State University to create, establish, provide for and maintain in said University a College of Medicine and a College of Dentistry, for the purpose of advancing and promoting the purposes aforesaid, the Trustees of the Starling Ohio Medical College will convey and transfer all of its right, title and interest of whatsoever kind, whether legal or equitable, in and to all property, both real and personal, except cash, held and owned by it, to the Board of Trustees of The Ohio State University for the purposes aforesaid.

Said property is described, and the right, title and interest therein of the Starling-Ohio Medical College is shown, by the statement hereto attached, marked Exhibit A, and made a part hereof, the title to be so conveyed and transferred being the same as that now held by the Starling-Ohio Medical College, such conveyance and transfer being subject to the condition that the Board of Trustees of the Ohio State University be duly authorized and empowered as aforesaid, and that said Board shall accept the students now in attendance in its College of Medicine, College of Dentistry and College of Pharmacy with the rank and standing as certified by the proper officers of the Starling-Ohio Medical College, and to take such steps as will be necessary to protect the professional rights of the alumni of said college and their predecessors, and shall receive from the Starling-Ohio Medical College and duly preserve such papers and records as may be necessary for that purpose."

Members of the Board of Trustees of the Starling-Ohio Medical College:

(Signed)	W. O. Thompson, President
	Thos. C. Hoover, Vice-President
	William R. Lazenby, Secretary
	William J. Means, Treasurer
	John Edwin Brown
	Frank Winders
	C. F. Clark
	F. J. Heer
	Edgar B. Kinkead
	Charles S. Hamilton
	Andrew Timberman
	Henry J. Booth

In view of the passage of Senate Bill No. 120, by Mr. Lloyd, to authorize and empower the Trustees of the Ohio State University to establish and maintain in the State University a College of Medicine and a College of Dentistry, Mr. Pomerene moved that a committee be appointed to confer with a like committee from Starling-Ohio Medical College regarding all of the properties and rights of said Starling-Ohio Medical College, this committee to report in detail all of its findings to the Board of Trustees.

The President, Mr. Pomerene and Mr. Stone were appointed members of this committee.

* * * * *

The Secretary reported that he had made final payment to Allen & Collens, Architects of the new Library Building, covering commission and travelling expenses, and to the McKeever Electric Company, contractors for the electrical work in the Library Building, said payment being the final estimate.

The Secretary also reported that he had made payment to Alley & Emery, of Boston, Mass., for the furniture furnished by them for the Standard Literature Room at the Library, said payment being in accordance with the action of the Board at its meeting held March 5, 1913.

* * * * *

Thereupon the Board adjourned to meet at the call of the Chairman,

Attest:—CARL E. STREB

Secretary

WALTER J. SEARS,

Chairman.

OFFICE OF THE BOARD OF TRUSTEES

THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, June 6, 1913.

The Board of Trustees met at the University pursuant to the call of the Chairman.

Present: Walter J. Sears, Chairman, Julius F. Stone, John T. Mack and B. F. McCann, of Dayton, appointed by Governor Cox on May 13, 1913, to succeed the Hon. O. T. Corson whose term had expired.

* * * * *

The minutes of the previous meetings were read and approved.

* * * * *

Professor Bradford presented the completed plans, specifications and estimate for the proposed Horticulture and Forestry Building, the estimate being \$135,000.00.

After examining said plans, specifications and estimate, Mr. Stone offered the following resolution which was adopted:

"Whereas, Professor Joseph N. Bradford, University Architect, has presented final plans, specifications and estimate for the Horticulture and Forestry Building, the amount of said estimate being \$135,000.00, and the same having been carefully examined by the Board, therefore, be it

Resolved, That the plans, specifications and estimate for the Horticulture and Forestry Building be, and the same are hereby approved, and that the President and Secretary be directed to present the same to the State Building Commission for its approval, and if approved by it, then the Secretary be directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing materials and performing the labor necessary for the erection of said building."

* * * * *

Professor Bradford presented the plans and specifications, as prepared by Lord & Burnham Company, of Chicago, for the greenhouse connected with the Botany and Zoology Building, the estimated cost being \$8,000 00.

After examining said plans and specifications, Mr. Mack offered the following resolution which was adopted:

"Whereas, Professor Joseph N. Bradford, University Architect, has presented plans and specifications, as prepared by Lord & Burnham Company, for the greenhouse connected with the Botany and Zoology Building, at an estimated cost of \$8,000 00, and the same having been carefully examined by the Board, therefore, be it

Resolved, That the plans, specifications and estimate for the greenhouse, be and the same are hereby approved, and that the President and Secretary be directed to present the same to the State Building Commission for its approval, and if approved by it, then the Secretary be directed to give notice, as required by law, of the time and place, when and where sealed proposals will be received for furnishing materials and performing the labor necessary for the erection of said building."

* * * * *

Professor Bradford presented the plans and specifications for a new roof on the Gymnasium, and on motion the same were approved and the Secretary was directed to secure bids and award the contract in accordance with said specifications, the estimate of said roof being \$2,000.00.

* * * * *

Professor Bradford presented the plans and specifications for new roads and walks, from the Fifteenth Avenue entrance along the north side of the oval, connecting with the finished roadway

west of Hayes Hall. Said plans and specifications were approved, and the Secretary was directed to enter into contract for said improvements in accordance with the specifications.

* * * * *

Carl E. Steeb was re-elected Treasurer of Ohio Union.

* * * * *

On motion of Mr. McCann, the president was directed to execute, on behalf of the University, the bond required by the United States Government for Ordnance and Ordnance Stores, in the amount of \$35,114.00.

* * * * *

The President presented a request from Mr. W. H. Siebert, asking that \$750.00 of the Siebert Fund now in the hands of the University Treasurer, be transferred into the State Treasury, said amount to become a part of the irreducible debt of the State, the interest thereon to be used for the purchase of books on German history, in accordance with the original gifts. This request was granted.

* * * * *

The President presented a request from the Ohio Union, asking that a roadway be built from the Union to High Street, connecting with Twelfth Avenue, and that lights be placed along said roadway. The Secretary was directed to secure an estimate of the cost of said improvements.

* * * * *

On motion of Mr. Mack, the Executive Committee was authorized to award the coal contract for the year ending June 30, 1914, and the Secretary was directed to secure proposals to be presented to the Executive committee.

* * * * *

The President presented a communication from the University Faculty recommending that the following persons be granted the degrees indicated, and on motion said degrees were granted:

Alexander M. Gow, Mechanical Engineer, as of the Class of 1883
Frank Shephard Griesinger, Mechanical Engineer in Electrical Engineering;
as of the Class of 1913; Jacob Riefkin, Engineer of Mines, as of the Class of, 1913, and Thomas F. Leonard, Bachelor of Science in Education, as of the Class of 1908.

* * * * *

The Secretary reported that, in accordance with the advertisement, bids would be received June 16th for the tunnel to the new Horticulture and Forestry Building and for the tunnel from the Power Plant to the English Building. On motion of Mr. McCann, the Executive Committee was authorized to open said bids and award the contracts if any bids are received below the estimates.

* * * * *
Mr. Stone presented the following resolution which was adopted:

Resolved, That the President of the University and the Secretary of the Board of Trustees be authorized and directed, on behalf of the Board of Trustees, to approve all estimates on contracts filed with the Auditor of State, and that the Secretary be directed to file a copy of this resolution with the Auditor of State."

* * * * *
Thereupon the Board adjourned to meet at the call of the Chairman.

Attest:—CARL E. STEEB,
Secretary.

WALTER J. SEARS,
Chairman.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, June 11, 1913.

The Board of Trustees met at the University pursuant to the call of the Chairman.

Present: Walter J. Sears, Chairman, Julius F. Stone, John T. Mack, F. E. Pomerene, O. E. Bradfute and B. F. McCann.

* * * * *
Upon the recommendation of the Faculty, it was ordered that the following degrees be conferred by the President of the University:

DOCTOR OF PHILOSOPHY

Josef Maximilian Rudwin, A. B. (University of Wisconsin), A. M. (University of Cincinnati).

MASTER OF ARTS

Anna Bertha Adams, B. A., Edgar Paul Bengert, Ph. B. (Brown University), Fred Berry, B. A., Hubert Emerson Bice, B. A., Sherman W.

Bilsing, B. A., B. S. (Otterbein University), James Walter Bowen, A. B. (Cornell University), Marguerite Boylan, B. A., Charles Kimberlin Brain, B. A., George Thomas Caldwell, B. A., George Scott Chapin, A. B. (Bowdoin College), Esther Collette, B. A. (Oxford College for Women), John Forest Craig, B. A., Jesse Erwin Day, B. A. (Miami University), John Bernard Dickson, B. S. (Ohio University), Esther Dorothy Faville, B. S. (Berea College), Ida Louise Feiel, B. Ph., William Norman Fenninger, Ph. B. (Franklin and Marshall College), Daniel A. Ferree, B. A. (Ohio Wesleyan University), Elizabeth Marguerite Gardiner, B. A., Wesley Emmet Gatewood, B. A., Katherine Darlington Huntington, B. A., B. Sc. in Education, Wencil J. Kostir, B. A., Florence Lentz, B. Ph., Helen Kelley Little, B. A., Ethel McDonald, B. A., Jackson Benjamin Kinney, B. A. (Marietta College), Ruth Miller, B. A., Glendora Mills, B. Ph., Henry Herbert Reighley, B. A. (Miami University), Emilie Catherine Renz, B. A., Kathryn Margaret Roeser, B. A. (Washington University), Emma Elizabeth Rower, B. A., Minnie Agnes Shaffer, B. A. (Denison University), Florence Elnora Shelton, B. A., Raymond Louis Stehle, B. A., Otilie Theobald, B. A., Ariel Norton Thurston, B. A., Mary Candace Wakefield, B. A. (Ohio Wesleyan University), Edwin Shellabarger Wallace, B. A. (Wittenberg University), Julia Rosalie Woodruff, B. A., B. Sc. in Education.

MASTER OF SCIENCE

Clinton B. Clevenger, B. Sc. in Agr., Perry Van Ewing, B. Sc. in Agr., Andrew Miller Jansen, D. V. M., Earl Jones, B. Sc. in Agr., Leo Edward Melchers, B. Sc. in Hort., Thomas Guthrie Phillips, B. Sc. in Agr.

BACHELOR OF SCIENCE IN AGRICULTURE

Wilbur Blair Adams, Howard Benton Anthony, Fredrick Grover Charles, Charles Frederick Class, Alfred Erskine Cleland, A. B. (Muskingum College), Winfield Scott Courtright, Allen Rea Cramer, B. Sc. (Ohio Wesleyan University), George Blair Crane, Ralph Forest Crim, Otto Clement Croy, Murphy James Doherty, Harry Dean Drain, Lewis Harold Fudge, Walter Vernon Gage, Carl Abraham Gearhart, Paul Gerlaugh, Attila Cox Grant, Thomas Lee Guyton, Dennis Edward Haley, Ernest Basil Hawes, Raymond Jaeger, Harry William Jones, Paul Carl Laux, Paul McKeehan Logan, Wallace Leslie Love, Edward William McComas, Don McNeal, Francis Cyrus Marshall, Myron Daniel Miller, B. S. (Hiram College), William Reed Miller, Carl Frederick Oberhelman, Ernest Oliver, Herbert Edwin Otting, Ralph Madison Pavey, Walter Allen Price, Joseph William Ray, Hugh James Ridge, Russell Irwin Roubush, Thomas Andrew Rouse, Schuyler Marsh Salisbury, Frederick J. Salter, Robert Mundhenk Salter, Byron Arthur Schnell, Lee Worthington Smith, Clell Solether, Joseph William Tulloss, Chin Wah, B. S. (Ohio Northern University), True George Watson, Walter Ray Wheelock, Elmore Oscar Williams, Herbert Augustus Wise, Grover Cleveland Woodin, Lewis Searl Work.

AS OF THE CLASS OF 1912

Ralph Kenney

BACHELOR OF SCIENCE IN FORESTRY

Erle Ogden Blair, Ray Brock, Joseph Ward Calland, William Eugene Davis, William Lewis Dubois, Robert Charles Hassler, Walter Harrison Larrimer, George Washington Rogers, Errett Morse Selby, Byron Anderson Stover, Garnett Merrill Wikoff.

BACHELOR OF SCIENCE IN HORTICULTURE

Clarence Lauren Clayton, Clayton Lewis Young, John McDonalds Rogers.

BACHELOR OF SCIENCE IN DOMESTIC SCIENCE

Bessie Grace Apple, Madge Florence Barnes, Mary Rowena Betz, Helen Frances Browning, Maud Ann Chester, Edith Clark, Jessie Martha Cowgill, Lucie Ann Davis, Mayme Davis, Bessie Lenore Eager, Leoline Charlotte Frechtling, Dolores Emma Garrett, Bertha Gerlaugh, Stella Rose Gittins, Irma Josephine Gehres, Mildred Rebecca Horne, Adeline Jettinghof, Terese Kennedy, Florence Alma Long, Frances Milnda McMullen, Alma Marie Nichols, Maud Elizabeth Okey, Olive Louise Pollock, Josephine Richardson, Elizabeth Amelia Rippel, Etta Katrina Sayre, Sarah Sellers, Elvira Thrall Smith, B. A., Joy Hardy Smith, B. A., Sarah Elizabeth Stimmel, Nellie Swartzel, Ethel Sapp Tudor, Jennie Celeste Whitaker.

BACHELOR OF ARTS

Irene Austin, Eleanor Banta, Hugh Monnett Bennett, Joan Buchwalter Berry, Louise Amidon Berry, Ellis Moore Black, Jacob Bowers, (B. A. and B. S. Lima College), Anettalie Margaret Bowman, Oscar Fisher Boyd, Fancheon Irene Boyle, Thomas Newton Brown, Ruth Elizabeth Bryant, Arthur Seward Burket, Helen Grace Carroll, Ethel Elliott Cherington, Harold Farnsworth Childs, Helen Vincentia Coady, John Floyd Coble, Carl David Connell, Henry Howard Copeland, Paul Cornell, Mary Elizabeth Cotter, Kenneth Charles Cottingham, Elizabeth Ella Courtney, Mary Magdalene Crawford, Harrison Morton Crellin, Elizabeth Jessie Darnell, Virgil Zartman Dorfmeir, Sybil Davis Emerson, John Leroy Estrich, Gladys Eloise Foote, Isabel Ford, Asa Emanuel Foster, Izola Leonata Fries, Helen Gardner, Isaac William Gedger, Stella Rose Gittins, Mary Gormley, Rose Gormley, Eckley Gaylor Gossett, Walter William Grothaus, Homer Carrell Haddox, Marie Hahn, Clifford Halliday, Jennie Harmon, Florence Hart, Edna Ruth Hoffman, George Owen Hoskins, Hallie Barcus Hoskins, Lillian Eaton Humphrey, Walter Eugene Isaly, Ethel May Jones, Edgar Burnett Junkermann, Celia Lois Kahn, George Albert Kipp, Frank Gordon Kittle, Mary Elizabeth Kline, Helen Marie Krieger, Albert Franklin Kuhl, Josephus Floyd Leist, Florence Luella Lewis, John White McBurney, Jr., Ruth McClure, Margaret McConnell, Alfred Percy McFadden, Raymond Fay McMullen, Catherine Marie McNamara, Clayton McPeck, Walter Winfield Marshall, Ralph Goodell Martin, Ralph Hollingsworth Miner, Ursula Ann Minton, Joseph Charles Monnier, David Glenn Morgan, Helen Morningstar, James Lewis Morrill, Ethel Morris, Marguerite Morris, Roger Benton Morrow, Foster Myers, Robert James Needham, Margart Ann Nesbitt, Charles Edward Nutt, Jennie Bebb Owen, Fanny Ellis Parker, Francis Lester Patton, Esther Martha Platt, Walter Wesley Ploch, Edwin Arthur Portz, Jeanette Chase Reamer, Ethel Reasoner, John William Rees, Sara Ann Reese, Walter Garfield Reitzel, Thomas Everett Richmond, Gertrude Lucille Robinson, Hazel Florence Robinson, Tom Gough Roderick, Charles Franklin Ross, Harry Maize Runkle, Ruth Wight Saddler, Edwin John Scariett, Eugene Schmidt, Ethel Irene Schofield, Alfred Clark Scott, Albert Ray Shadle, Nan Ruth Sharples, Ernest Siegfried, Robert S. Sigafos, Hazel Sipe, Florence Mitchell Smith, Lee Irvin Smith, Rachie Lulu Smith, Roger Frederick Steffan, Isabel Dorothy Stilwell, Mary Irene Storer, Carroll Andrew Stubbs, Elizabeth Ann Sweatman, Emerson Lee Taylor, Jennie Love Taylor, Mona Dell Taylor, Edward Sinclair Thomas, Linley McKinley Thomas, Rilla Thompson, Marie Thraikill, Marie Thum, Gretta Price Tully

Bertha Alice Uncapher, Claudine Urlin, Arthur Van Mejer, Leroy John Veler, Milo Joseph Warner, Elson Aaron Wefler, Walter Crothers Weidler, Ross Brooke Wildermuth, Amy Williams, Clarence Francis Williams, Philip Kemp Winslow, Carl Wittke, Ethel Beard Wolcott.

BACHELOR OF SCIENCE IN EDUCATION

Elsie Matilda Bayha, Charles Gay Dishong, Verona Mae Dollinger, Margaret Caroline Ecker, Sybil Davis Emerson, Rebecca Abi Farquhar, B. A. (Wilmington College), Asa Emanuel Foster, Zulieme Garrett, Louise Gertrude Hane, Edward William Howey, B. S. (Lima College), (Ohio Northern). Jeannette Irvin, Sina Adeline Kirby, Mary Elizabeth Kline, Stanley Lawrence, Dwight Warren Lott, Lora Jean McElroy, B. A. (Ohio Wesleyan University), Catherine Marie McNamara, Clara Maetzel, Cora Alnette Miner, Estella H. Neighbor, Elsa Pearl Page, Carolyn Locke Scott, Ruth Murray Siebert, Margaret Frances Smith, Elmer Gideon Spahr, B. A. Mary Elizabeth Stewart, Elizabeth Ann Sweatman, Jennie Love Taylor, Ethel Valentine,

BACHELOR OF ARCHITECTURE

Leo Richard Campbell, James Arthur Dunn, Mark Dallett Feinknopf, Charles Baxter Hammond, Harry Groves Hunter, Stanley Wuechner Latterner, Raymond Lorentz, Clyde Thurman Oakley, Harry Francis Reichard.

CIVIL ENGINEER IN ARCHITECTURE

Bronson Roy Magee

CERAMIC ENGINEER

Richard Mathias Balmert, Bertram Lee Cassady, Arthur Carl Dresher, Juan Hoursouripe, Virgil Sylvester Schory, Earl Monroe Tilton, Harvey A. Wegener, Hewitt Wilson.

AS OF THE CLASS OF 1912

William Henry Grant

BACHELOR OF SCIENCE IN CHEMICAL ENGINEERING

Henry Newson Case, Karl Fred Dunkel, Albert Nathaniel Erickson, Howard Earl Fritz, Virgil Arthur Moore, Charles Raymond Parkinson, Albert Frederick Charles Perrin, Alfred William Scheidt, Reuben Lloyd Walter.

CIVIL ENGINEER

Edward Monroe Anderson, Emerson Neil Brintnall, George E. Carr, David Byers Carson, Daniel Walker Converse, John Mordecai Davis, Royal Sibley Durrell, Edward Fitzgerald, Jr., Edgar Harrison Friedman, Theodore Sedgwick Johnson, B. S. (Dennison University), Glenn Robert Logue, Theodore Charles Merkle, Frank Enoch Misner, Roy Clark Purkhiser, William Rosser Richards, Harry Andrews Robertson, Sheldon Beardsley Shepard, Roscoe Chester Sloane, Ph. B. (Franklin College), Robert Hugh Hooker Spidel, Carl Rolland Stebbins, Charles Samuel Stevenson, Franklin Dean Stewart, Robert Ulrich Tuttle.

Clair Allen Inskeep, as of the Class of 1908, Forrest Fay Frazier, as of the Class of 1910, Durus John Deibel, as of the Class of 1912.

MECHANICAL ENGINEER IN ELECTRICAL ENGINEERING

Reginald Arndt, Edward Charles Babbitt, Ting-Chin Chang, Troi Overholt Farmer, Robert George Frye, Gustav William Gale, Jay Russell Geib,

Fletcher Diem Grund, Ernest Hauck, James Davis Hubbell, Jr., Tada-Yoshi Inagaky, Walter Scott Kaufman, Robert Emerson Kinkead, Frederick William Klag, Theodore Friedrich Kuechle, Leo Lyman McAdams, Clyde Ensil Mereness, Nathaniel Merion, William Ryland Milburn, Warren Arthur Plumer, Edwin Wilbur Seeger, R. Roy Shelton, Roy Russell Spetka, William Taylor Stubbins, Vladimir Alexandrovitch Wishevsky, Daniel Rosser Wolf.

AS OF THE CLASS OF 1888.

John C. Lincoln.

MECHANICAL ENGINEER

Walker George Butler, Thomas Garfield Gaywood, Harry Beach Craft, Lester D. Darst, William O'Connor Durbin, Coleman Albert Johnson, Karl Wareham Legg, Herman John Lintner, Archie Alexander Laurence Clinton Maltby, Robert Hill Neilan, Winthrop Gladwin Plumb, Robert Myron Powell, Herman William Schaller. Rogelio Alberto Suarez Mena, Ellsworth Tonkin, Harry Curtis Webb.

ENGINEER OF MINES

George Good Barr, Stanislaw Josef Blazeyewicz, Herbert McDowell Cox, Edward Patrick Elliot, Louis Maurice Greenstein, Henry Walter Griesinger, Robin Rogers Kirpatrick, George Clark Leslie, Harry Albert Linch, Robert Carlton Sherwood, Earle Clement Smith.

JURIS DOCTOR

Walter Tupper Kinder, Ph. B. (Kenyon College), Reginald Y. Stevenson, B. A., Harry Aubrey Toulmin, Jr., B. A. (University of Virginia).

BACHELOR OF LAWS

Herbert Spencer Atkinson, Harrison Edward Barringer, B. A., William Vincent Bennett, Hieatt Slaback Dones, Edwin Fuller Hoover, Philip Jacobs, B. A., Theodore Clay Lindsey, Henry Jehu Linton, B. A., (Wilmington College), Harry Swayne Lybarger, B. A., (Kenyon College), Homer Clinton McDowell, Robert Beecher McMullen, Christian Purtscher Morris, B. A., (University of Michigan), Byron Murr, Owen M. Roderick, Harry Maize Runkle, Herman Rathmell Tingley, Nicholas Gill White. B. A., Joe D. Williamson.

BACHELOR OF SCIENCE IN PHARMACY

Wilbur Edson Carson, Henry Bernhardt Knoll Gelbtuch, Adam Joseph Keller, William Walter Lake, Marie Murphy.

DOCTOR OF VETERINARY MEDICINE

Harrison Booth Ballou, William Augustus Barnette, B. S. (Clemson College), Howard Newell Beeman, Oliver Holmes Bope, James Arthur Burk, Harry Lynn Cotton, Joseph Harry Drayer, Henry William Feldwisch, Hector Fraser, William Jeremiah Greenler, Charles Griffin, John Dwight Groves, B. S. (Purdue University), Earl H. Hedrick, Frank Jackson, Frederick Clifford Jones, Herbert Lothe, B. S. (University of Wisconsin),

Herman Theobald Ludwig, Fern LeRoy McCollister, George McCollister, Wraith McKenzie, Frank George Maguire, Earl Edmund Manter, Irvin Myers, Frank Painter, Harry Shook Pease, Russell Francis Prescho, Samuel Thomas Pyper, Showley Harrison Regenos, James Clifford Schoenlaub, Roscoe Conklin Shafer, Leland Starr, Elmer Ellsworth Stoner, Lou Niles Stott, Ray O. Stott, Max Wershow.

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Upon the recommendation of the Faculty, it was ordered that the following certificates be granted by the President of the University:

CERTIFICATES IN LAW

Walter Davison, James Easley, Hubert Arthur Estabrook, Raymond Russell Hall, Harry King Hess, Frank C. Hite, Ray Walter Poppleton, George Clinton Snyder, Edward Shepard Steeb, Oscar Alvertin Stephens, Howard Albert Stevens, James Nelson Whiteside, Jr.

CERTIFICATE OF PHARMACEUTICAL CHEMIST

Ambrose Joseph Biddle, Carl Biddle, Osman Milo Burke, Ray Cave, Ralph Doll Cunningham, Glenn A. Fowble, Daniel Olwin Gasell, Earl Stanley Geil, Carl Wilbur Hardman, Alva Owen Harris, Ralph Waldo Hoffman, Fannie C. Jamison, Benjamin LeVan, Jacob Metzger, Franklin Pierce Rose, Paul Edward Shaffer, Lucian Ellsworth Simms, Eugene W. Stepfield.

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The Trustees made an examination of the land covered by the options on the Hess property and on the Belt and Hansberger properties. The Secretary was directed to send to each member of the Board a copy of said options.

* * * * *

Thereupon the Board adjourned to meet Friday, June 27, 1913.

Attest:—CARL E. STEEB,

Secretary.

WALTER J. SEARS,

Chairman.

OFFICE OF THE BOARD OF TRUSTEES THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, June 27, 1913.

The Board of Trustees met at the University pursuant to adjournment.

Present: Walter J. Sears, Chairman, Julius F. Stone, John T. Mack, Guy W. Mallon, F. E. Pomerene, B. F. McCann and O. E. Bradfute.

* * * * *

The minutes of the meetings held June 6th and 11th were read and approved.

The minutes of the meeting of the Executive Committee held June 16th were read and approved.

* * * * *

Captain Cope presented the following applications for deeds, and the Chairman of the Board was directed to execute the same:

Application No. 1190-800 of William Tipton for 84½ acres of land in Survey No. 15391-15450, in Scioto County.

Application No. 1191-801 of Sarah E. Foster for 127 acres of land—60 acres in Survey No. 13843 and 67 acres of land in Survey No. 15561, in Scioto County.

Application No. 1192-802 of William Carter et al for 90 acres of land in Survey No. 15845, in Scioto County.

Application No. 1193-803 of John Grumme for 137 acres of land in Survey No. 15261, in Scioto County.

Application No. 1194-804 of Chas. A. Moore for 305 acres of land—185 acres in Survey No. 15479 and 120 acres in Survey No. 16102, in Scioto County.

Application No. 1195-805 of J. H. Bolender for 121 acres of land in Survey No. 12718-15513, in Adams County.

Application No. 1196-806 of Josephus Thomson for 230.65 acres of land in Survey No. 15731, in Scioto County.

Application No. 1197-807 of Warren J. Davis for 100 acres of land in Survey No. 15731, in Scioto County.

Application No. 1198-808 of Rosa Pertuset for 37 acres of land in Survey No. 15731, in Scioto County.

Application No. 1199-809 of James T. Reed and Carl Reed for 175 acres of land in Survey No. 15731, in Scioto County.

Application No. 1200-810 of Dennis E. Jewett for 96 acres of land in Survey No. 15731, in Scioto County.

Application No. 1201-811 of William Tatman for 140 acres of land in Survey No. 15731-15732, in Scioto County.

Application No. 1202-812 of P. H. Marcum for 100 acres of land in Survey No. 16161-16164, in Pike County.

Application No. 1203-813 of John C. Eichenlaub for 104.20 acres of land in Survey No. 15731, in Scioto County.

Application No. 1204-814 of C. T. Carpenter for 50 acres of land in Survey No. 16091, in Scioto County.

* * * * *

Mr. Mack presented the following resolution which was adopted.

Resolved: That the interest on the endowment fund and all other income of the University for the fiscal year ending June 30, 1914, not other-

wise appropriated, be and the same are hereby appropriated for its support and maintenance."

* * * * *

The President presented the following recommendations, which were agreed to:

1. The following resignations were accepted:

Mr. John Whyte, Instructor in the Department of German, effective at the close of the year.

Mr. E. A. Hitchcock, Professor of Experimental Engineering, effective at the close of the current year.

Miss Mabel Boardman, Assistant in Registrar's office, effective June 30, 1913.

2. The time of service of Mr. Walter E. McCoy, Assistant in the Department of Agronomy, was extended two weeks beyond June 1st, and \$50.00 was appropriated to pay for this service.

3. The following amendments to the Summer Session Budget were made, making a total of \$15,573.00 instead of \$15,043.00, as originally adopted.

APPROPRIATIONS

Incidentals.....	\$ 50 00
Salary of Secretary and Dean.....	300 00
Additional salary for C. E. Boord.....	40 00
Additional salary for H. L. Walradt.....	20 00
Additional salary for E. L. Beck.....	20 00
Additional salary for Sarah Barrows.....	40 00
Additional salary for F. W. Coker.....	20 00
Additional appropriation for music.....	40 00
	<hr/>
	\$530 00

The name of Professor David R. Major was substituted for that of Professor T. H. Haines, the salary to remain the same.

The name of Professor G. G. Groat, of Ohio Wesleyan University, was substituted for that of Professor M. B. Hammond, the salary to remain the same.

4. Payment of the bill for the portraits of Professor Norton and Professor Tuttle, painted by Miss Alice Schille, was authorized—two portraits at \$450.00 each and two frames at \$22.00 each, making a total of \$944.00.

Payment was also authorized of the bill of Mr. George T. Bellows, in the amount of \$500.00, for the portrait of Professor Mendenhall.

5. Leaves of absence for the academic year 1913-1914 were granted to the following named persons on the basis arranged in the Budget:

Professor C. S. Plumb, Professor W. H. Page, Professor J. E. Hagerty, Professor S. C. Derby, Professor Mary R. Laver, Professor Ruth A. Wardall, Professor George H. McKnight, Assistant Professor George Livingston and Mr. George R. Twiss, High School Visitor.

6. Upon the recommendation of the President, it was ordered that duplicate diplomas and certificates be issued without cost to all persons whose diplomas or certificates were lost in the March floods, upon presentation of satisfactory evidence to the President.

7. Plans for the expenditure of the Special State Appropriation for "Official Milk Testing for Advanced Registry in Co-operation with Dairymen" was adopted.

The following Budget for the Agricultural Extension Department for the year 1913-1914 was adopted:

A. B. Graham, Superintendent.....	\$ 2,750 00
C. S. Wheeler, Assistant in Agricultural Extension..	1,600 00
H. E. Eswine, Assistant in Agricultural Extension..	1,200 00
Ruth M. James, Assistant in Agricultural Extension	1,200 00
George B. Crane, Agricultural Extension Editor....	1,000 00
M. A. Bachtell, Assistant Professor—Soil Fertility..	1,700 00
R. B. Cruickshank, Assistant Professor—Horticulture	1,800 00
W. H. Palmer, Asst. Professor—Animal Husbandry.	1,600 00
Catherine Creamer, Asst.—Home Economics (6 mos.)	750 00
Maud Okey, Asst.—Home Economics (5 mos.)	500 00
Assistant—Home Economics (6 mos.)	750 00
Assistant—Home Economics (5 mos.)	500 00
Alice McMillan, Stenographer and Schedule Clerk.	720 00
Luella Searle, Stenographer.....	540 00

\$16,610 00

9. Authority was given to establish a department of Competitive and Recreative Athletics, the men now serving under the Athletic Board to be given Faculty rank, provided the same will not affect the integrity of the Department of Military Science and Tactics,

10. An appropriation of \$70.00 was made to cover the balance due on the June salary of W. R. Wheelock.

11. The following appropriations were cancelled:

Bonds and Interest.....	\$ 1,800 00
Agronomy—salaries.....	215 00
Dairying—salaries.....	83 33
Home Economics—salaries.....	60 00
Lake Laboratory—salaries	50 00
Winter Course Lectures.....	79 67
Ceramic Engineering—salaries.....	60 00
Chemistry—salaries	90 00
Civil Engineering Summer Camp—current expense	115 18
Industrial Arts—salaries.....	80 00
Library—moving expense.....	99 23
Secretary's office—salaries.....	87 50
Board of Publication—salaries.....	50 00
Ohio State Day—current expense.....	33 52
Co-operation Ohio Rural Life Survey	4 50
Operation and Maintenance—salaries.....	383 80
Industrial Arts—Summer Budget.....	30 00
Military Science—salaries.....	2 50
Operation and Maintenance—labor by the hour....	220 41
Ceramic Engineering—equipment.....	58 37
Chemistry—equipment.....	9 00
Animal Husbandry—equipment.....	14 26

\$ 3,626 27

The following balances in the special fund for apparatus and equipment were also cancelled, and the President was authorized to distribute said amount to other departments:

Architecture.....	\$	10 67
Home Economics.....		18 04
Greek		8 50
History and Philosophy of Education.....		1 24
Manual Training.....		5 82
Pharmacy.....		33
Physics.....		3 68
Principles and Practice of Education.....		13 00
Romance Languages.....		1 54
School Administration.....		126 10

\$ 188 92

12. The following appropriations were made in order to balance accounts June 30, 1913:

Home Economics—current expense.....	\$	421 86
Art—current expense.....		64 15
Military Science—current expense.....		93 25
Library—current expense.....		563 25
Salaries—general expenses.....		50 00
Incidentals.....		1,374 56
Tax—Research State of Ohio.....		188 09

\$ 2,755 16

13. Upon the recommendation of the President, the following new courses were approved:

The course of Applied Regional Anatomy, recommended by the College of Veterinary Medicine and approved by the University Faculty February 12, 1913.

Arts-Agricultural course, leading to degree in Arts at the end of four years and Bachelor of Science in Agriculture at the end of the fifth year, approved by the University Faculty April 9, 1913. The student in this course is to be registered in the College of Arts for the first three years and in the College of Agriculture for the last two years.

A four year course in Applied Entomology, offered in the College of Agriculture and leading to the degree of Bachelor of Science in Entomology, approved by the University Faculty May 14, 1913.

A five year course combined Arts-Home Economics, approved by the University Faculty May 14, 1913.

14. The President presented a communication from the University Faculty containing resolutions as presented by the College of Engineering and adopted at a meeting of the Faculty held June 7, 1913, regarding units to be accepted in Manual Arts for entrance to the College of Engineering, with the recommendation that the same be approved, and upon motion said resolutions as adopted were approved.

15. The President reported that, in compliance with the order of the Trustees under date of May 12, 1913, the several departments interested had

presented schedules for the expenditure of the Special State Appropriations for equipment.

Upon the recommendation of the President, the Purchasing Agent was instructed to make purchases of the items approved by the President.

COLLEGE OF AGRICULTURE

Agricultural Chemistry.....	\$	500 00	
Agronomy.....		800 00	
Animal Husbandry.....		3,500 00	
Botany.....		750 00	
Dairying.....		2,000 00	
Forestry.....		200 00	
Home Economics.....		500 00	
Horticulture.....		500 00	
Rural Economics.....		500 00	
Zoology and Entomology.....		700 00	
Lake Laboratory.....		50 00	
			\$10,000 00

COLLEGE OF ARTS

American History }			
European History }	\$	250 00	
Anatomy and Physiology.....		575 00	
			\$ 825 00

COLLEGE OF ENGINEERING

Architecture.....	\$	300 00	
Ceramic Engineering.....		200 00	
Chemistry.....		850 00	
Civil Engineering.....		325 00	
Electrical Engineering.....		500 00	
Engineering Drawing.....		100 00	
Industrial Arts.....		950 00	
Mathematics.....		450 00	
Mechanical Engineering.....		1,000 00	
Mechanics.....		25 00	
Metallurgy.....		500 00	
Mineralogy.....		300 00	
Mine Engineering.....		550 00	
Physics.....		850 00	
School of Mines Library.....		100 00	
			\$ 7,000 00
College of Veterinary Medicine.....			\$ 5,000 00
Library Building Equipment.....			\$10,000 00
* * * * *			

The Secretary presented a communication from the Toledo Flanner Boiler Company, requesting authority to use cold drawn steel tubes, instead of hot drawn, in the construction of the new boilers for the Power Plant, at an additional cost of \$150.00.

Upon the recommendation of Mr. McCracken, Engineer, the above change was authorized.

* * * * *

Thereupon the Board recessed to meet at the Neil House at 8 P. M.

COLUMBUS, OHIO, June 27, 1913, 8 P. M.

The Board continued its session at the Neil House, with the same members present as at the afternoon session.

* * * * *

The Secretary presented the following lease with option to purchase, and, on motion of Mr. Bradfute, it was unanimously agreed to accept the same, and the Chairman and the Secretary of the Board were directed to sign, on behalf of the Board, said lease, and the Secretary was directed to pay the rental price as stipulated in said lease:

LEASE WITH OPTION TO PURCHASE

This Indenture of Lease made and Entered Into, this 2nd day of May, 1913, by and between James C. Belt and Henry Hansberger both of the City of Columbus, Ohio, hereinafter called the lessors, parties of the first part, and the Board of Trustees of the Ohio State University of Columbus, Ohio, hereinafter called the lessee, party of the second part.

Witnesseth: That in consideration of the rents and covenants herein reserved and contained on the part of the lessee to be paid, performed and observed, the lessors do hereby demise, let and lease unto the lessee the following described real estate situated in the County of Franklin, State of Ohio, Township of Clinton bounded and described as follows:

Beginning in the Fleniken Pike at the Northeast corner of a 20 acres tract of land owned by The Livingston Seed Company; thence West 2720 feet; thence North 2059. 51 feet; thence East 863. 24 feet; thence North 94. 03 feet; thence East 1857. 02 feet to the Fleniken Pike; thence South along the Fleniken Pike 2153. 54 feet to the place of beginning, containing 132. 04 acres, more or less.

To Have and to Hold the above described premises with the appurtenances thereunto belonging unto said lessee from the date of the execution of this agreement unto the first day of March, 1914. It is understood and agreed, however, that lessors reserve the right to that portion of the North part of said premises which is now sown in wheat until after the wheat crop has been gathered therefrom, to wit, August 15, 1913, and that lessee shall have possession of that portion of said premises only from and after August 15, 1913. Lessee shall not have possession of the East part of the North half of said demised premises until after January 1st, 1914. Lessee shall have the use and control of the remainder of said premises from the date hereof unto the end of the term herein provided, to-wit, March 1, 1914, and may use the same and make such repairs to the fences and buildings thereon

as it may see fit, except that it shall not plow any of the ground that is now in grass and shall not cut any timber from said premises and shall not pasture any hogs thereon unless the same are ringed. If said lands are used to pasture stock thereon, lessee shall make all necessary repairs to the fences on said premises in order to keep said stock within the pastures.

Said lessee agrees to pay to lessors sa rent for said premises for the term herein provided and as consideration for the option to purchase said premises herein granted, the sum of Eight Hundred (\$800.) Dollars, payable as follows, Four Hundred (\$400.) Dollars, thereof shall be paid on June 1, 1913 and the remaining Four Hundred (\$400.) Dollars, shall be paid on October 1st, 1913.

Upon failure of lessee to make said payments when due or within ten days thereafter, lessors may re-enter said premises and exclude lessee therefrom and everything herein contained on the part of lessors to be performed shall cease and determine and this lease shall become null and void on lessors part without prejudice, however, to the right of the lessors to recover from said lessee all rents due hereunder.

As part of the consideration for the sum herein stipulated to be paid by lessee to lessors, the right and option is hereby given to said lessee to purchase the above described and herein demised premises at any time during the continuance of this lease for the sum of Fifty-six thousand (\$56,000.) Dollars, payable in cash upon the execution and delivery of a deed for the same. In the event the lessee exercises its option to purchase the said premises, lessors agree to furnish a complete Abstract of Title from the United States Government to the date of the purchase, showing a good and merchantable title and lessors agree to convey the premises to lessee by a good and sufficient deed of general warranty, with release of dower, free of all liens and encumbrances.

In Witness Whereof, the parties hereto have executed this agreement in duplicate on the day and year first above written.
Signed and acknowledged in the presence of

J. K. HENRY,
A. WARD CLUTCH,

JAMES C. BELT,
HENRY HANSBERGER.

BOARD OF TRUSTEES, THE OHIO STATE UNIVERSITY.

By WALTER J. SEARS, Chairman.
CARL E. STEEB, Secretary.

On behalf of the Board of Trustees

BESS C. WATTERS,
JANE S. HASKETT.

State of Ohio, Franklin County. SS:

Be it remembered that on this 2nd day of May, 1913, before me, the subscriber, a Notary Public in and for said county, personally came the above named James C. Belt and Henry Hansberger, the parties named in the foregoing instrument and acknowledged the signing of the same to be their voluntary act and deed for the purposes and uses therein mentioned.

In testimony whereof, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

A. WARD CLUTCH, Notary Public.

[SEAL.]

State of Ohio, Franklin County, SS:

Be it remembered that on this 9th day of July, 1913, before me the subscriber, a Notary Public, in and for said County, personally came Walter J. Sears, Chairman, and Carl E. Steeb, Secretary of the Board of Trustees of The Ohio State University and acknowledged that they did sign the foregoing instrument as Chairman and Secretary, respectively, in behalf of said Board of Trustees of The Ohio State University and by authority thereof and that said instrument is the free act and deed of said Board of Trustees of The Ohio State University.

In Testimony Whereof, I have hereunto subscribed my name and affixed my official seal on the day and year last aforesaid.

R. M. ROVER, Notary Public.

[SEAL]

* * * * *

The following officers were elected for the year ending June 30, 1914: Walter J. Sears, Chairman; Julius F. Stone, Vice-Chairman; Carl E. Steeb, Secretary; L. F. Sater, Treasurer.

* * * * *

The President reported that the State Building Inspector had examined the old Horticulture and Forestry Building and advised that in his opinion it would not be wise to attempt to move said building, and upon motion of Mr. Stone, it was agreed that the specifications regarding the wrecking of the building, as adopted by the Trustees at the last meeting, should stand, and the Secretary was directed to proceed with the advertisement of the plans.

* * * * *

The President presented the annual budget for the year ending June 30, 1914, with the statement that the total budget was in excess of the available resources in the amount of \$30,000. He suggested that the Trustees take the matter to the Emergency Board with the request for additional appropriation to cover the above amount. Inasmuch as the fiscal year starts July 1st, the President recommended that the portion of the budget having to do with the Physical Plant and Executive Offices be approved at this time. On motion, the recommendation of the President was agreed to and the Chairman of the Board was directed to arrange with the Governor for a meeting of the Emergency Board.

The following budget for the Physical Plant and Executive Offices for the year ending June 30, 1914, was adopted:

EXECUTIVE OFFICES

President's Office—

W. O. Thompson
Katharine H. Duncan
Anna M. Long

President	\$ 7,000 00
Executive Clerk	1,500 00
Stenographer	660 00

\$ 9,160 00

Secretary's Office—

Carl E. Steeb
R. M. Royer

Secretary	\$ 2,750 00
Assistant Purchasing Agent	1,900 00
Cashier	1,140 00
Chief Clerk	960 00
Auditor	960 00
Bill Clerk	670 00
Assistant Bookkeeper ..	660 00
Bookkeeper	900 00
Inventory Clerk	780 00
Cost Clerk	660 00
Stenographer	600 00

\$11,970 00

Registrar's Office—

Edith D. Cockins
Lucy M. Taylor
Clara Miller
Marian Waters
Helen Clarke

Registrar	\$ 1,700 00
Assistant	900 00
Assistant	600 00
Assistant	600 00
Assistant	720 00

\$ 4,520 00

Editor and Board of Publication—

W. E. Mann
Jessie B. Bush

Editor	\$ 1,800 00
Stenographer	600 00
Proof Reader (8 mos.) ..	400 00

\$ 2,800 00

Current Expense—Board of Publication

7,700 00

\$10,500 00

Entrance Board—

Lester E. Wolfe
Isabel McNeal

Secretary	\$ 2,000 00
Stenographer	720 00

\$ 2,720 00

Schedule Committee—

R. K. Schlafly

Chairman	\$ 360 00
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\$ 360 00

RECEIVING DEPARTMENT

F. E. Jones
H. W. Brewer
H. W. Miller
R. G. Wolf
James Lawson

Receiving Clerk	\$ 1,500 00
Store-keeper	1,020 00
Assistant	660 00
Delivery Man	660 00
Checking Clerk	660 00
Store Clerk	600 00
Porter	600 00

\$ 5,700 00

GENERAL EXPENSES

Stenographic and Clerical—

Aimee Obaugh	Stenog'pher, Townshend Hall	\$ 660 00
	Stenog'pher, Townshend Hall	660 00
Nellie Copeland	Stenog'pher and Library Attendant, Townshend Hall	660 00
Harriet Schneider	Stenographer, Page Hall	600 00
Mary Lahmering	Stenographer, Lord Hall	660 00
	Stenographer, Engineering College	600 00
Mina Kennedy	Stenog'pher, Hayes Hall	660 00
Eva Long	Stenographer, Robinson Laboratory	600 00
Cordelia Smith	Stenog'pher, Chemistry Hall.....	600 00
Nettie Shugert	Stenog'pher, Brown Hall	600 00
Louise Stickelmyer	Stenog'pher, Veterinary Laboratory	660 00
Helen L. Bush	Stenographer, Judging Pavilion	600 00
Ethel Althoff	Stenog'pher, University Hall	660 00
Bernice Blue	Stenog'pher, University Hall	660 00
Mary Thomas	Stenog'pher, Physics and Biological Hall.....	600 00
	Stenog'pher and Library Attendant Econ. and Soc. Dept.	300 00
John F. Madden	Clerk, Military Dept. (10 mos.)	500 00
Charles E. Findlay	Clerk, Military Dept. (10 mos.)	500 00
W. F. Felch	Clerk, Physical Education Dept. (10 mos.)	600 00

\$11,380 00

Miscellaneous—

Incidentals.....	\$10,000 00
Furniture and Fixtures.....	2,000 00
Y. M. C. A.	600 00
Trustees Expenses ..	500 00
Advertising.....	800 00
Y. W. C. A. Services of Matron—Mary Powers (10 mos.)400 00

\$14,300 00

DIVISION OF OPERATION AND MAINTENANCE

William C. McCracken	Superintendent of Buildings and Grounds....	\$ 2,500 00
C. M. Dunbar	Clerk.....	720 00

\$ 3,220 00

Buildings and Grounds—

Warren B. Booth	Asst. Supt. Buildings and Grounds	\$ 1,500 00
Robert C. Kaiser	Plumber.....	1,140 00
H. E. Truxall	Painter.....	960 00
E. Inscho	Plumber's Helper.....	660 00
	Foreman of Campus....	1,080 00

\$ 5,340 00

Janitors and Elevator Men—

Charles M. Hicks	Inspector	\$ 840 00
E. J. Nutt	Janitor, Armory.....	660 00
Richard Brandon	Janitor, Armory.....	660 00
J. A. Bond	Janitor, Armory.....	660 00
Robert Hall	Janitor, Biological Hall...	690 00
George C. Denny	Janitor, Botany and Horticulture Buildings.....	690 00
	Student Janitor, Botany Bldg.....	125 00
Willis Stahl	Janitor, Brown Hall.....	660 00
B. N. Lewis	Janitor, Brown Hall (part time) Physics Hall (part time).....	660 00
D. N. Williams	Janitor, Chemistry Hall...	660 00
William Daehler	Janitor, Chemistry Hall...	660 00
W. H. Spurgeon	Janitor, Chemistry Hall...	660 00
M. N. Cook	Janitor, Hayes Hall.....	660 00
Mrs. A. M. Miller	Janitress, Hayes Hall.....	450 00
	Student Janitor, Judging Pavilion.....	200 00
Harry Chantler	Janitor, Library.....	690 00
John O'Rourke	Janitor, Library.....	660 00
O. E. Kiger	Janitor, Library.....	660 00
J. J. Weate	Janitor, Lord Hall.....	660 00
W. W. Whitmer	Janitor, Lord Hall.....	660 00
Paul M. Crider	Stud. Janitor, Observatory	300 00
S. A. Williams	Janitor, Orton Hall.....	660 00
Mrs. Lou Cornett	Janitress, Orton Hall.....	450 00
John W. Brown	Janitor, Page Hall.....	660 00
Starling Eaton	Janitor, Page Hall.....	360 00
Earl Conway	Janitor, Physics Hall.....	690 00
Oliver Smith, Janitor,	Robinson Laboratory	660 00
R. M. Moore, Janitor,	Robinson Laboratory.....	660 00
Fred Fleischer, Janitor,	Townshend Hall.....	690 00
John T. Miller, Janitor,	Townshend Hall.....	660 00
Leonard Jordan, Janitor,	University Hall.....	660 00
John DeWitte, Janitor,	University Hall and English Building	660 00
Jack Gantz, Janitor,	University Hall and English Building.....	660 00
B. F. Tallmadge, Janitor,	Veterinary Clinic Building	690 00
W. G. Weygandt, Janitor,	Veterinary Clinic Building	690 00
W. H. Walker, Janitor,	Veterinary Clinic Building (10 months.).....	550 00
E. L. Clements, Janitor,	Veterinary Laboratory.....	690 00
Oscar Metze, Janitor,	Veterinary Laboratory.....	660 00
E. B. Seaman, Janitor,	Botany Building.....	300 00

W. R. Thomas, Janitor, Judging Pavilion.....	300 00
Janitor, ($\frac{1}{2}$ time).....	330 00
M. S. Harvey, Elevator Man, Univ. Hall.....	350 00

\$ 24,595 00

Police and Watchmen—

William North, Day Policeman.....	\$ 750 00
William Mahaffey, Night Watchman.....	750 00
John T. Daniels, Night Watchman.....	750 00
Extra Policeman 3 P. M. to 12 P. M.....	720 00

\$ 2,970 00

Light, Heat and Power—

John P. Covan, Master Mechanic.....	\$ 1,560 00
W. H. Case, Assistant Chief Engineer.....	1,080 00
Fred Brewer, Engineer.....	960 00
W. D. Hicks, Engineer.....	960 00
C. Ashenhurst, First Fireman.....	840 00
Sam. Lowery, Second Fireman.....	840 00
Otto Law, Third Fireman.....	840 00
A. O. Kaiser, Helper.....	780 00
Allowance for Helper.....	600 00
Allowance for Craneman 3600 hrs.....	978 00
Allowance for Crane Helper 3200 hrs.....	770 00
Allowance for 1 Ash Wheeler 3600 hrs.....	800 00
Allowance for 2 Ash Wheelers 6000 hrs.....	1,320 00
Frank Beck, Electrician.....	1,020 00
G. W. Dillahunt, Assistant Electrician.....	840 00
B. A. Le Bay, Steam Fitter.....	960 00
I. C. Reasoner, Blacksmith.....	840 00

\$15,988 00

Current Expense.....	8,820 00
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\$24,808 00

MISCELLANEOUS EXPENSES

Virginia Military Lands.....	\$ 3,000 00
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\$ 3,000 00

Ohio State University Association.....	
Secretary.....	1,800 00
Stenographer.....	600 00

\$ 2,400 00

OFFICE OF UNIVERSITY ARCHITECT

J. N. Bradford, University Architect.....	\$ 2,300 00
Ray Sims, Chief Draftsman.....	1,400 00
Coleta Kelly, Stenographer.....	600 00
Clerk of the Works.....	1,200 00
Special Service.....	600 00

\$ 6100 00

Current Expense.....	125 00
Equipment.....	235 00

\$ 6,460 00

GEOLOGICAL MUSEUM

Current Expense.....	\$ 175 00
	<u>\$ 175 00</u>

SUMMARY

	Salaries	Current Expense	Equipment	Total
Executive Offices—				
President's Office.....	\$ 9,160 00			\$ 9,160 00
Secretary's Office.....	11,970 00			11,970 00
Registrar's Office.....	4,520 00			4,520 00
Editor and Board of Pub- lication.....	2,800 00	\$ 7,700 00		10,500 00
The Entrance Board....	2,720 00			2,720 00
The Schedule Committee	360 00			360 00
Receiving Department..	5,700 00			5,700 00
General Expenses—				
Stenographic and Cleri- cal.....	11,380 00			11,380 00
Miscellaneous.....	400 00	13,900 00		14,300 00
Division of Operation and Maintenance—				
Office (Superintendent and Clerk)....	3,220 00			3,220 00
Buildings and Grounds.	32,905 00			32,905 00
Light Heat and Power..	15,988 00	8,820 00		24,808 00
Miscellaneous Expenses—				
Virginia Military Lands		3,000 00		3,000 00
Ohio State University Association.....	2,400 00			2,400 00
Office University Architect	6,100 00	125 00	\$235 00	6,460 00
Geological Museum.....		175 00		175 00
	<u>\$109,623 00</u>	<u>\$33,720 00</u>	<u>\$235 00</u>	<u>\$143,578 00</u>
* * * * *	*	*	*	*

Thereupon the Board adjourned to meet at the call of the Chairman.

Attest—:CARL E. STEEB,
Secretary.

WALTER J. SEARS,
Chairman.

RECORD OF MINUTES

OF THE

EXECUTIVE COMMITTEE

OF THE

BOARD OF TRUSTEES

OF THE

OHIO STATE UNIVERSITY

FROM

JUNE 30, 1912, to JULY 1, 1913.

Page 90 is blank

CENTRAL NATIONAL BANK

COLUMBUS, OHIO, JULY 1, 1912.

The Executive Committee met at the Central National Bank.

Present: Walter J. Sears and Julius F. Stone.

* * * * *

Pursuant to the order of the Board of Trustees at its meeting held June 28, 1912, the bids received at twelve o'clock noon on this date for the Brick Stack at the Power House and Extension of the Hot Water Heating System were duly opened and presented to the Executive Committee for award of contract.

The bids for the Stack, in accordance with plans and specifications prepared by F. A. Ray, Engineer, were found to be as follows:

Alphons Custodis Chimney Construction Company.	\$ 7,998 00
Bergen & Lindeman.....	8,700 00
M. W. Kellogg Co.....	6,852 00
H. R. Heinicke, Inc.....	6,930 00

In accordance with plans and specifications of the contractor, as permitted in clause "C" of the bidding sheet, and in accordance with specifications of H. R. Heinicke, Inc. \$6,150.00.

These bids were referred to Mr. McCracken and the Engineer to examine and report.

* * * * *

The following bids were received for the Extension of the Hot Water Heating System, in accordance with plans and specifications prepared by J. A. Almirall, Engineer:

Fitzpatrick & Hoepfner....	\$25,986 00
Evans, Almirall & Company.....	18,956 00
The Huffman-Conklin Co.....	20,746 00
The Wm. H. Conklin Co.....	21,597 00
The Wm. H. Conklin Co., omitting tunnel	14,214 00

These bids were referred to Mr. McCracken to examine and report.

* * * * *

F. A. Ray, Engineer, having examined the proposals submitted for the Stack and the proposal of H. R. Heinicke, Inc.

for the chimney of their design, recommended the acceptance of the latter, at their bid of \$6,150.00.

On motion of Mr. Sears, the contract for the Brick Stack at the Power House was awarded to H. R. Heinicke, Inc., in accordance with their bid for the sum of \$6,150.00.

* * * * *

Mr. McCracken reported that of five bids received for the extension of the Hot Water Heating System the bid of Evans, Almirall & Company for \$18,956.00 was the only one below the estimate, that it was regular and he recommended its acceptance.

On motion of Mr. Sears, the contract for the Extension of the Hot Water Heating System was awarded to the Evans, Almirall & Company at their bid of \$18, 956.00.

* * * * *

Adjourned.

Attest:—CARL E. STEEB,

Secretary.

THE CENTRAL NATIONAL BANK

COLUMBUS, OHIO, July 17, 1912.

The Executive Committee met at the Central National Bank.

Present: Julius F. Stone and Walter J. Sears.

* * * * *

The requisitions for the months of March, April, May and June were examined and approved.

* * * * *

Adjourned.

Attest:—CARL E. STEEB,

Secretary.

OFFICE OF THE BOARD OF TRUSTEES OHIO STATE UNIVERSITY

COLUMBUS, OHIO, October 30, 1912.

The Executive Committee met at the University.

Present: Walter J. Sears, F. E. Pomerene and Julius F. Stone.

* * * * *

The requisitions for the months of July, August, September and October were approved.

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

OFFICE OF THE BOARD OF TRUSTEES
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, June 16, 1913, 12 M.

In pursuance to direction of the Board of Trustees at its meeting held June 6, 1913, Mr. Stone and Mr. Sears, representing the Executive Committee, met at the University to open the bids and award the contracts for the tunnels to the Horticulture and Forestry Building and from the Power House to the English Building.

The following bids were received:

For the tunnel from Library Building to Horticulture and Forestry Building

R. S. Jones.....	\$ 6450 00
M. P. Streett.....	5534 00
D. W. McGrath.....	4995 00
Middle States Construction Company.....	6373 11

For the tunnel from the Power House to the English Building

R. S. Jones.....	\$ 4300 00
M. P. Streett.....	3400 00
D. W. McGrath.....	3095 00
Middle States Construction Company.....	3711 07

The bid of D. W. McGrath on the tunnel to the Horticulture and Forestry Building, in the amount of \$4995. 00, was the lowest bid received and was below the estimate filed with the Auditor of State, and on motion of Mr. Sears, the contract for this tunnel was awarded to Mr. D. W. McGrath at the above bid.

The bid of D. W. McGrath for the tunnel to the English Building, in the amount of \$3095. 00, was the lowest bid received

and was below the Architect's estimate, and on motion of Mr. Sears, the contract for this tunnel was awarded to Mr. D. W. McGrath at said bid of \$3095. 00.

* * * * *

The Secretary presented the several bids received for the electric motor truck, and on motion the bid of the General Motors Company, in the amount of \$2490. 00, was accepted.

* * * * *

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

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Jones, Arthur Paul—	
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Jones, Earl—	
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Jones, Ethel—	
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Jones, F. E.—	
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Jordan, Leonard—	
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Keith, Nellie D.—	
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Kellogg, David R.	
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Kelly, Coleta—	
Reappointed Stenographer	87
Kennedy, Mina—	
Reappointed Stenographer and salary increased	85
Kettler, Herbert—	
Scholarship accepted	14
Kiger, O. E.—	
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Kitt, Jean Gertrude—	
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Kraus, Louise—	
Reappointed Assistant Book-keeper	84
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Reappointed Auditor	84
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Reappointed Stenographer and salary increased	85
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Reappointed Fireman	87
Lawrence, Genevieve—	
Appointed Fellow in English	4
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Lawson, James—	
Appointed Porter Chemical Supply Store	10
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Lawson, William Cannon—	
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Reappointed Steam-Fitter	87
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Leonard, Thomas F.—	
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Reappointed Janitor and salary increased.....	86
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Appointed Technician.....	20
Mack, John T.	
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Mackall, Helen H.—	
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Reappointed Night Watchman and salary increased	87
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Miller, Clara—	
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Appointed 2nd Assistant Chemical Supply Store.....	10
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Miller, John T.—	
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Stafford, Charles W.—appointed Student Assistant.....	10
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McLellan, Marie—	
Appointed Assistant in Zoology and Entomology.....	10
McManamy, Ruth—	
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Condert, Dora—appointed Maid	20
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Eckert, Albert—resigned	9
Freund, Arthur P.—appointed Mechanician	10
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Plumb, Winthrop G.—	
Appointed Student Assistant in Industrial Arts	13
Pollock, Otho H.—	
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Appointed Student Assistant in Zoology and Entomology.....	10
Priestly, Clate—	
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Weiss, A. P.—appointed Instructor.....	9
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Reappointed blacksmith and salary increased.....	87
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Appointed Fellow in Chemistry.....	32
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Rodebaugh, Mabel—	
Appointed Stenographer in Department of Economics and Sociology.....	16
Roeser, Kathryn—	
Appointed Fellow in English.....	4
Routsong, Ralph A.—	
Scholarship accepted	14
Rower, Emma—	
Appointed Fellow in English.....	4
Royer, R. M.—	
Re-elected Assistant Purchasing Agent and salary increased.....	84
Rudwin, J. M.—	
Appointed Fellow in German.....	4
Rummell, Leo—	
Scholarship accepted.....	17
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Wheelock, W. R.—appointed Student Assistant.....	20
Appropriation for feed, labor, etc.....	23
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Sater, L. F.—	
Re-elected Treasurer.....	83
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Schille, Alice—	
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Schroyer, Charles Ross—	
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Seaman, E. B.—	
Reappointed Janitor.....	86
Searle, Luella—	
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Appointed Assistant in Agronomy.....	9
Sharpe, Florence L.—	
Reappointed Cost Clerk and salary increased.....	84
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Appointed Chief Draftsman	87

Smith, Cordelia—	
Appointed Stenographer Chemistry Building.....	16
Reappointed Stenographer.....	85
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Resignation accepted	9
Smith, Oliver—	
Reappointed Janitor and salary increased.....	86
Smith, Robert E. —	
Appointed Assistant in Woodworking.....	9
Smith, S. P. —	
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Reappointed Janitor and salary increased	86
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Stack, J. P.—	
Appointed Student Assistant in Agronomy.....	26
Stafford, Charles W.—	
Appointed Student Assistant in Mine Engineering	10
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Reappointed Janitor and salary increased.....	86
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Stevens, Harry G.—	
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Reappointed Stenographer.....	85
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Stoltz, Robert B.—	
Appointed Instructor in Dairying.....	3
Stone, Julius F.—	
Member of committee on proposed woman's building.....	7
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Appointed Student Assistant in Zoology and Entomology.....	10
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Appointed Instructor in Botany	3
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Re-elected President.....	84
Thurston, Ariel N.—	
Appointed Assistant in Chemistry.....	26

Tippie, Wm. A.—	
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Scholarship accepted	14
Truxall, H. E.	
Reappointed Painter and salary increased.....	86
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Appointed Fellow in English.....	10
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Scholarship accepted.....	14

Walker W. H.—	
Appointed Janitor.....	20
Reappointed Janitor and salary increased.....	86
Wardall, Ruth A.—	
Appeared before Board.....	12
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Warren, Milton C.—	
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Waters, Marian—	
Appointed Assistant in Registrar's office.....	39
Reappointed Assistant in Registrar's office.....	84
Watkins, Raymond—	
Degree conferred on.....	19
Watson, T. G.—	
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Watters, Bess C.—	
Reappointed Cashier and salary increased.....	84
Weinland, Clarence R.—	
Degree conferred on.....	16
Weate, J. J.—	
Reappointed Janitor and salary increased.....	86
Weiss, A. P.—	
Appointed Instructor in Psychology.....	9
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Weygandt, W. G.—	
Reappointed Janitor and salary increased.....	86
Wheeler, Clark S.—	
Appointed Assistant in Agricultural Extension.....	32
Reappointed Assistant in Agricultural Extension.....	78
Wheeler, T. L.—	
Resignation accepted.....	38
Wheelock, W. R.—	
Scholarship accepted.....	14
Appointed Student Assistant in Rural Economics.....	20
Whitmer, W. W.	
Reappointed Janitor and salary increased.....	86
Whyte, John—	
Appointed Instructor in German.....	9
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Wilkinson, Alan Dean—	
Degree conferred on.....	13
Williams, D. N.—	
Reappointed Janitor and salary increased.....	86
Williams, S. A.—	
Reappointed Janitor and salary increased.....	86
Wilson, Ralph B.—	
Appointed Fellow in English.....	26
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Appointed Assistant in Agronomy.....	9
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Re-appointed Inventory Clerk and salary increased.....	84
Zemer, Hudson Lowell—	
Certificate granted to.....	19
Zoology and Entomology—	
Busby, C. G.—declined appointment.....	9
Nosker, C. A.—declined appointment.....	9
McLellan, Marie—appointed Assistant.....	10
Osborn, Evelyn—Appointed Fellow.....	10
Storer, Mary—appointed Student Assistant.....	10
Marshall, W. W.—William Bauchmiller—V. R. Haber and W. A.	
Price appointed Student Assistants.....	10
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RECORD OF MINUTES

OF THE

LIBRARY BUILDING COMMITTEE

OF THE

BOARD OF TRUSTEES

OF THE

OHIO STATE UNIVERSITY

FROM

JULY 6, 1910, TO JANUARY 14, 1913

STATEMENT

On May 13, 1910, the Board of Trustees met for the purpose of selecting an architect for the proposed new library building. The competitive method was determined on, the details of which are given in the Record of the Proceedings of the Board of Trustees under the above date.

June 16, 1910, preliminary sketches were submitted to the Board of Trustees and referred to a committee for examination and report.

June 30, 1910, Messrs. Allen & Collens, of Boston, Mass., were selected as architects for the new library building, and a committee, known as "The Library Building Committee," was appointed.

Details in connection with the erection, completion and acceptance of the library building, other than those given in the following minutes of the Library Building Committee, may be found in the Record of the Proceedings of the Board of Trustees.

The Library Building Committee

OF

The Ohio State University

COLUMBUS, OHIO, July 6, 1910.

Messrs. Sears, Stone and Mallon constituting a committee to be known as the "Library Building Committee," appointed by the Chairman at the meeting of the Board of Trustees held June 30, 1910, to which committee all matters pertaining to the plans for the new library building shall be referred, met in regular session and selected Guy W. Mallon to act as Chairman.

* * * * *

The following motion by Mr. Sears was adopted:

"The building shall be so designed and constructed as to be complete in itself and not show any disfigurements."

* * * * *

On motion of Mr. Stone, and in pursuance to the location decided upon by the Board at its last meeting, the exact location of the building was determined to be as follows:

"The center of the east front of the building to be on the axis of the 15th Avenue entrance, and the east side of the building shall be as far west of the axis of the Main Building and parallel thereto as may be determined by the Architects upon consultation with Olmstead Brothers."

* * * * *

On motion it was agreed that the following arrangement be made as a basis for compensation to the Architects, said arrangement to be subject to the approval of the Architects:

"The compensation to be paid to the Architects shall be 5 per cent of the cost of the building out of which an allowance shall be made to meet the salary of the Superintendent and Clerk of the Works, Mr. Edwards, it being understood that Mr. Herbert Edwards shall act as Superintendent for the Architects, in an amount equal to one half of his yearly salary, the total of such allowance in no event to exceed \$1,000. and in addition thereto there shall be allowed to the Architects their necessary travelling expenses connected with the visitations to the work."

The schedule adopted October, 1903 by the American Institute of Architects shall govern in all respects except as above modified.

* * * * *

The Architects were directed to prepare preliminary plans in

consultation with the Librarian and Library council and to submit such plans to the Library Committee at their earliest convenience.

On motion it was agreed that all instructions and orders to the Architects should pass through the Library Committee.

* * * * *

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

THE LIBRARY BUILDING COMMITTEE
OF
THE OHIO STATE UNIVERSITY

COLUMBUS, OHIO, September 9, 1910.

The Library Building Committee met at the call of the Chairman.

Present—Guy W. Mallon, Chairman, Walter J. Sears and Julius F. Stone.

* * * * *

Mr. Collens of the firm of Allen & Collens, Architects for the new library building, presented the preliminary sketches and after explaining them to the Committee it was ordered that the Architects proceed to make the working drawings according to the preliminary sketches submitted this day.

* * * * *

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, January 7, 1911.

Present:—Julius F. Stone and Walter J. Sears.

* * * * *

In accordance with resolution adopted by the Board of Trustees at the meeting held December 7, 1910, the Secretary report-

ed that he had received through Allen & Collens, architects, with their recommendation for approval, a proposition from D. W. McGrath, general contractor Library Building, whereby the contractor agrees to increase the head room in pipe cellar 3 ft. 6 in., the cost for excavation being one thousand, three hundred and seventy-five dollars (\$1,375.00), the cost for concrete, steel and painting work being one thousand, nine hundred and one dollars and fifty-three cents (\$1,901.53).

On motion said proposition was agreed to, and the Secretary was instructed to carry out the directions of the Board of Trustees and incorporate said proposition in the general contract with Mr. McGrath.

Thereupon the Committee adjourned.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

February 22, 1911.

Letters from the Architects, Allen & Collens, under date of February 11, 14 and 18, concerning the inspection of the steel work, also of the grading about the building and the construction of an extra door in the north basement wall, were sent to Mr. Mallon, Chairman of the Library Building Committee in accordance with the following letter:

COLUMBUS, OHIO, February 21, 1911.

Hon. Guy W. Mallon, Carlisle Building, Cincinnati, Ohio.

MY DEAR MR. MALLON:

I am enclosing herewith to you, as chairman of the new Library Building Committee, letters from Messrs. Allen & Collens, the architects, dated February 11, 14 and 18, concerning the inspection of steel work, and the matter of grades and extras connected with the building.

I do not know whether it is necessary to call a special meeting of the Committee to settle these questions, but if so I will be governed by your advice.

Mr. McCracken thinks that the steel should be inspected at the factory, as the firm having the contract for the steel is possibly not quite so well known as some other steel concerns.

The plan of Olmstead Brothers is on linen and too large to send by mail. I am, therefore, holding it in this office.

Will you kindly return the enclosed correspondence when you have finished with it.

Very truly yours,

(Signed)

CARL E. STEEB,
Secretary.

In reply to the above letter Mr. Mallon, under the date of February 22nd, submitted the following report, which was presented to the other members of the Library Building Committee and duly agreed to and signed by them:

CINCINNATI, Feb. 22, 1911.

MR. STEEB:

1st—I favor mill inspection at cost of \$260.00.

2nd—Approve change of grade and consequent extras.

No meeting of committee necessary, if you can secure other members indorsement of above. If there is difference of opinion please call meeting.

Yours,

(Signed)

GUY W. MALLON,
JULIUS STONE,
WALTER J. SEARS.

In accordance with the above action of the Library Committee, the Secretary instructed the architects to notify Francis J. Peck & Company, of Cleveland, to make the mill and shop inspection of the steel work for the Library Building for the sum of two hundred and sixty dollars (\$260.00), as outlined in the proposition of the said Francis J. Peck & Company to Allen and Collens under date of February 10, 1911.

The Secretary also instructed the architects that the revised grading plans as furnished by Olmstead Brothers had been approved, and the proposition of Mr. D. W. McGrath, the contractor, to furnish the extra courses of Indiana limestone required because of the lowering of the grade, at a cost of four hundred and ninety dollars (\$490.00), was accepted. The proposition to construct the new double door in the basement at the north end of the west elevation, complete for the sum of one hundred and seventy-five dollars (\$175.00) was also accepted, and the Secretary directed the architects to issue the necessary orders to the contractor for the extra work above agreed to.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, March 16, 1911.

The Library Building Committee met at the University.

Present: Guy W. Mallon, Chairman, Julius F. Stone and Walter J. Sears.

* * * * *

Upon the recommendation of the architects, it was ordered

that the terra cotta members of the cornice be changed to limestone for the sum of two thousand, seven hundred and seventy-five dollars (\$2,775.00).

* * * * *

It was also ordered that the carved work on the first story belt course, except over the doorway, be, for the time being, omitted, for which the contractor has agreed to allow four hundred and fifty dollars (\$450.00).

* * * * *

It was also ordered that the windows in the rear of the Library Building be dropped one course of stone work, so as to make them double hung windows, adding two feet of stone work to that elevation, the cost of said change to be three hundred and fifty-seven dollars (\$357.00) for the stone work and forty dollars (\$40.00) for the windows.

* * * * *

The Secretary was directed to advise the architects that hereafter all papers from the architects concerning future changes in the plans and specifications shall be sent direct to the Secretary of the Library Building Committee.

* * * * *

Thereupon the Committee adjourned.

Attest:—CARL E. STEEB,

Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, May 3, 1911.

The Library Building Committee met at the Library.

Present: Guy W. Mallon, Chairman, Julius F. Stone, and Walter J. Sears.

* * * * *

Mr. Mallon presented the following letter from the Architects, and after reading the same items 1, 2 and 4 were agreed to; action on item 3 was held in abeyance, as was also action on item 6; item 5 was disagreed to:

BOSTON, May 1, 1911.

Mr. GUY W. MALLON,

Care of Mr. C. E. Steeb, Secy.,

O. S. U., Columbus, Ohio.

DEAR MR. MALLON:

We understand that there is to be a meeting of the Library Committee on Wednesday morning at ten o'clock. We wish to bring to your attention certain matters, which Miss Jones has asked for.

1. The first of these is shown on the sheet of the basement plan. She wishes us to omit the floor underneath the newspaper stack and let this stack run down to the basement. As an offset for the omission of this floor, we can obtain a partition about the basement space plastered on the side toward the stack. We are also omitting the vault originally shown, and using a kalamain iron door, which was formerly specified for the vault, to connect the newspaper stack with the main stack at the basement level. We trust that this arrangement will be satisfactory to your Committee, as it would be done without additional cost.

2. It has also been suggested that we drop the soil pipe underneath the men's toilet room and place it in a trench, so that if at some future time a toilet room may be required in the basement, it could be added to this soil pipe. We are negotiating now for this change, which we expect can be done without additional cost.

3. The next change regards the omission of the fireplace in the Standard Literature Room. We have suggested to Miss Jones that this fireplace remain, as we had always regarded it as an especial feature of that room, which gave it a certain homelike appearance and made it distinctive from the ordinary Reading Room.

4. Miss Jones further asked that the long window in her room be carried down to the floor level so that she can step out on the balcony. This is shown on sheet 40. We recommend that this be done.

5. Miss Jones further suggests that a doorway be cut through the front of the Reading Room, so as to make it possible for a person to walk out on the balcony over the front door. This would be desirable for ceremonials and would make it easier for the janitor to get out there than as though he used a ladder. We recommend that this be accepted. As an offset to the above two changes we recommend that the seal on the front and rear cornice be removed and the cornice be carried out in a simple manner corresponding to the original sketch of the building.

6. Miss Jones further requests that the two windows in her room off the corridor be omitted and the door made solid. This is a matter for your Committee to decide. The leaving out of this glass would probably make it necessary to burn electricity in that corridor. No saving is made by the above change.

We trust that we may hear from you as soon as possible regarding the above matters, as the drawings are progressing rapidly, and we do not want the actual work to get ahead of us in connection with any such alterations, that might meet with your approval.

We trust that hereafter we may be notified in advance of the meetings of the Building Committee, as it would be a very simple matter to make our visits to the work coincide with those meetings.

Very sincerely yours,

(Signed)

ALLEN & COLLENS, C. C.

Adjourned.

Attest:—CARL E. STEEB,

Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, January 18, 1912.

The Library Building Committee met at the Library, at the call of the Chairman.

Present: Guy W. Mallon, Chairman, Julius F. Stone and Charles Collens representing the architects.

* * * * *

Upon the recommendation of the architects, order No. 12 to the McKeever Engineering & Construction Company for extra telephone conduit and wiring, in the amount of \$48.00, was agreed to.

* * * * *

Upon the recommendation of the architects, it was agreed to change the stone facing in the front vestibule to limestone, at an additional cost of, approximately, \$371.00.

* * * * *

The architect stated that D. W. McGrath, general contractor, had submitted a proposition to rebate on the amount of his contract \$400.00, providing the University would furnish hot water for heating the building during construction.

Mr. Stone moved that the proposition of D. W. McGrath be accepted, and the architect was directed to arrange the details as to tests, etc.

* * * * *

Mr. Collens presented the plans, specifications and estimates for the partial equipment of the building. After careful examination, it was agreed to approve the same and recommend to the Board of Trustees that said plans and specifications be adopted.

* * * * *

Thereupon the Committee adjourned.

Attest:—CARL E. STEEB,

Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, O., February 21, 1912.

The Library Building Committee met at the Library, at the call of the Chairman.

Present: Guy W. Mallon, Chairman, Walter J. Sears and Julius F. Stone.

* * * * *

Upon the recommendation of the Architect, Mr. D. W. McGrath, general contractor for the Library Building, was granted an extension of thirty days time on his contract, providing the contractor will waive all claims for extension of time due to the changes and extras already authorized by the Library Building Committee on the general contract.

* * * * *

The Architect was instructed to make arrangements with the New York Blower Company for the temporary connection of sixty radiators, at the rate of \$5.00 per radiator, same to be used for temporary heating for the contractors.

* * * * *

The Architect presented a proposition from Mr. D. W. McGrath to construct the concrete footings for the Book Stacks at \$134.00, the same to be paid from the appropriation for equipment of the Library.

On motion, said proposition was accepted, and the Architect was directed to issue his order accordingly.

* * * * *

The Architect was directed to arrange for the ventilation of the Council Room at an expense not to exceed \$100.00.

* * * * *

Marble drinking fountains for the first and second floors were authorized, the cost of same not to exceed \$275.00, and to be charged to the appropriation for equipment.

* * * * *

The Architects were instructed to secure bids on the lighting fixtures for the building, using the Alba shade with Tungsten lamp, at an estimated cost not to exceed \$3000.00, same to be charged to the appropriation for equipment.

* * * * *

The Practice Room in the south-west corner of the building was ordered divided by the construction of a partition, at a cost of \$276.00, same to be charged against the building appropriation.

* * * * *

One extra light was ordered placed in the hall and one in the

closet of the Librarian's room, the cost for both outlets being \$7.50.

* * * * *

Thereupon the Committee adjourned to meet at the call of the Chairman.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, May 28, 1912.

The Library Building Committee met at the Library, pursuant to the call of the Chairman.

Present: Guy W. Mallon, Chairman, Walter J. Sears and Julius F. Stone.

* * * * *

Upon the recommendation of the Architects, extra lights were ordered for the sum of \$600.00.

Extra sockets were ordered for the sum of \$61.20.

The sum of \$450.00 was authorized for the purchase of shades.

New stack uprights were ordered in the amount of \$325.00.

Backing for stacks was ordered at a cost of \$235.00.

The interior ends of stacks were changed to partition ends at a reduction of \$73.00, and as an offset nine stacks were moved at an additional cost of \$73.00.

Bookcases for the Librarian's Room and Bibliographical Room were ordered at a cost of \$580.00.

All of the above items to be paid from the appropriation for the equipment of the building.

On motion \$5,000.00 of the unexpended balance of the appropriation for the equipment of the Library Building was appropriated for furniture for the Standard Literature Room and the Reference Hall, in accordance with designs submitted by the Architects.

The Secretary was directed to prepare proper contracts for said work.

* * * * *

The following changes were ordered, payable from the appropriation for the Library building:

Water closets were ordered changed at an additional cost of \$12.00.

Rearrangement of lights was ordered at a cost of \$16.18.

Outlets were ordered changed, to cost \$39.10

Extra cork carpet was ordered for the sum of \$144.00.

The plastering and base in Rooms 100, 101, 200 and 201 were ordered completed, the same to cost \$240.00.

The Librarian's public office was ordered completed at a cost of \$82.25

* * * * *

Mr. Collens reported that the McKeever Electric Company would not consent to a division of their proposition for the fixtures and recommended the acceptance of the proposal of Edwin C. Lewis, Inc., of Boston, Mass., to furnish the fixtures for the sum of \$1,852.00, it being the lowest bid received. Accepted.

The Secretary was directed to call this matter to the attention of the Board of Trustees at its next meeting, in order that the record whereby the McKeever Electric Company was awarded the contract might be corrected.

* * * * *

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, September 24, 1912. 1 P.M.

The Library Building Committee met at the Ohio Union.

Present: Walter J. Sears and Julius F. Stone.

* * * * *

The following work and changes were ordered:

Two seminars in the first story were ordered finished, at a cost of \$104.00, and water color paint was ordered omitted in the seminars of the third story, the allowance for same being \$75.00.

Two flush switches were ordered on side wall of Newspaper Room.

Twenty-eight flush switches in halls were ordered changed to lock type.

Extra ceiling outlet, with side wall flush switch over stairway in hall No. 209 on second floor, at a cost of \$44.30.

All of the above to be paid from the Library Building Fund.

Telephone cable, Periodical Room.

Bringing out seven side outlets east wall of Reference Hall.

Changing location of two floor boxes and two side outlet boxes, south wall Standard Literature Room.

Conduit and wires for door release, Librarian's Room.

Bells at four telephone outlets, at a cost of \$78.98, payable from the Equipment Fund.

Switches, cutouts, wiring and connecting for elevators, at a cost of \$33.00, payable from the Equipment Fund.

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, October 30, 1912.

The Library Building Committee met at the University at the call of the Chairman.

Present: Guy W. Mallon, Chairman, Walter J. Sears and Julius F. Stone.

* * * * *

Mr. Collens, representing the architects, appeared before the Committee and recommended that the following changes be authorized:

1. Changing steam pipe in Newspaper Stack, at a cost of \$33.00, payable from the Equipment appropriation.

2. Changing outlet in Librarian's office, at a cost of \$5.40, payable from the Equipment appropriation.

3. A galvanized vent pipe from Rund heater, at a cost of \$29.30, payable from the Building appropriation.

4. Reinforcing outlet supports for lighting fixtures in Reference Hall, at a cost of \$19.22, payable from the Equipment fund.

5. Plank walk for access to fixtures in Reference Hall, at a cost of \$43.97, payable from the Equipment appropriation.

6. Double doors for office of Dean of Women, at a cost of \$75.00, payable from the Building appropriation.

7. Widen opening for Warner elevator, at a cost of \$15.00, payable from the Equipment appropriation.

8. Extra concrete for stack foundations, at a cost of \$10.00, payable from the Equipment appropriation.

9. Installation of meters for electric current, at a cost of \$26.50, payable from the Building fund.

10. A credit for the omission of door and partition, \$13.25, Building fund.

On motion, the above changes were authorized, and the Architect was directed to issue orders in accordance therewith.

Adjourned.

Attest:—CARL E. STEEB,
Secretary.

LIBRARY BUILDING COMMITTEE

COLUMBUS, OHIO, January 14, 1913.

The Library Building Committee met at the Neil House.

Present: Julius F. Stone and Walter J. Sears.

* * * * *

Upon the request of Mr. Alley, of Alley & Emery, Boston, the Secretary arranged for a meeting this day of the local members of the Library Building Committee.

Mr. Alley made a statement to the Committee regarding the furniture which his firm had shipped on University order No. 28156.

After hearing this statement the Committee agreed that the furniture should not be accepted by the University, for the same reasons as stated at the meeting of the Board of Trustees December 18, 1912, and that this decision should be reported to the Board of Trustees.

* * * * *

Thereupon the Committee adjourned.

Attest:—CARL E. STEEB,

Secretary.

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